



809 Center Street
Pittsburgh, PA 15221
412.244.1779
office@pucs.org
www.pucs.org

Office Administrator Job Description – Full-time, year round

PUCS Background/Mission

At Pittsburgh Urban Christian School (PUCS) our mission is to equip students to engage the world with their unique, God-given gifts. PUCS provides an excellent education in an urban setting for a racially and economically diverse group of students. We are committed to educating from a Christian perspective with a curriculum characterized by integral thematic units, close student teacher interaction and substantive parental involvement. By offering a high quality, affordable education, PUCS seeks to play a leading role in enhancing the quality of life for the people of Wilkinsburg and surrounding communities. Our staff of certified teachers is dedicated to facilitating each student's spiritual, personal, social, academic and physical growth.

PUCS serves 150 students ranging from Pre-Kindergarten to eighth grade. PUCS employs 30 talented faculty and staff who are devoted to creating a rich learning environment for students. Our talented teachers help foster an environment that empowers PUCS students to realize their full potential and set them up for a successful post-PUCS educational experience.

Please review the [PUCS website](#) for further detail on the PUCS approach to learning and the impact PUCS has had on the community.

Job Description: This role supports PUCS in all areas related to overseeing the daily operations of the main office.

This position reports to the Executive Director.

Responsibilities

- Model unified community of parents, educators, staff and Board of Directors dedicated to the vision of urban Christian
- Speak and behave in a professional manner with staff, children, parents, visitors, service people, et cetera, at all times
- Be prepared to flexibly adapt to the diverse situations that arise in education
- Believe that it is the duty and privilege of Christ-believers to provide Christian education based on the Bible, which is the Word

CULTIVATING CARING HEARTS AND CURIOUS MINDS

- Serve all students, parents, staff without bias or favoritism

Staff

- Assist staff for special projects, i.e. All School Unit and Spring Production
- Oversee PUCS email address and telephone extensions
- Make and distribute monthly time sheets for hourly employees
- Maintain inventories, place and process orders for staff
- Maintain a supply of forms (i.e. leave requests, reimbursement)
- Assist Education Director with school calendar
- Track PTO

Professional Development

- Maintain appropriate certifications in CPR and First Aid
- Maintain and monitor use of office equipment (copier)
- Maintain office files

Program

- Have a basic knowledge and understanding of the curriculum outline

Special Events

- Assist with Special Events such, Serve-A-Thon and Spring Production as needed

Public Relations

- Answer phone & door, take messages, direct voicemail, keep appropriate messages, and respond to the school's office emails
- Open and disperse agency mail
- Assist parents and visitors
- Model school philosophy

Students and Enrollment

- Student application/enrollment process
- Assist in re-enrollment process
- Coordinate Student Records
- Take care of sick or hurt students, administer medications, bandages. Clean-up if necessary. Call 911 if necessary.
- Maintain a list of Student allergies, medications and NO PHOTO PERMISSION
- Maintain/Update class rosters, school directory, main address data-base, e-mail addresses
- School Pictures
- Coordinate Student Transportation
- Assist with Kindergarten dismissal as needed

- Maintain a supply of forms (i.e. leave requests, reimbursement, late slips, dismissal notices, medical memos)
- Coordinate School Nurse Visits
- Model effective learner behavior

Parents

- Know and be known
- Maintain Parent Volunteer Hours system in office
- Maintain correspondence through summer including necessary updates to forms and work days
- Maintain Parent Service Hours system in office
- Assist parents in obtaining clearances and maintaining copies of driver's license and proof of insurance up-to-date in school office
- Disperse information via email as needed

Finances

- Maintain petty cash
- Assist with bookkeeping processes: fill requests for funds, maintain appropriate account balances, code invoices before forwarding to bookkeeper
- Coordinate State Funds / NPIS (ACT 90,195 & 35)
- Do bank deposits when bookkeeper is on vacation
- Manage coding of credit card purchases

Building facilities

- Oversee, communicate with Utility Companies
- Oversee inspections by ABCO for hood system in kitchen & fire extinguishers
- Assist with fire alarm system
- School liaison for copier/printer and Terminix
- Schedule boilers inspection in fall (inspectors call and make appointment)
- Maintain a supply of cleaning supplies

Qualifications

- Bachelor's Degree preferred or 3 years' experience
- Microsoft office, google suite and zoom
- Be well organized, able to handle multiple projects.
- Possess decision making abilities, independent judgment, and ability to analyze and resolve problems. Handle confidential material
- Must be detail oriented and able to multi-task in a fast-paced environment.
- Must possess good interpersonal skills
- Must possess excellent communication skills both verbal and written.

- Seek new ways to improve office functioning
- Friendly and proficient English grammar ability

Required Legal Documents

- Federal Criminal History Record
- Pennsylvania State Criminal Record Check (Act 34)
- Pennsylvania Child Abuse History Clearance (Act 33/151)

How to Apply

Interested applicants should send the following to Executive.Director@pucs.org:

- Letter of interest
- Resume
- Three references
- Personal Statement of Christian Faith / Experience