



SCHOOL MINISTRY SUPPORT SPECIALIST

ESSENTIAL FUNCTIONS:

- assists with updates on student information system working,
- distributes reports, correspondence and other documents,
- handles internal and external telecommunications by receiving and relaying calls and answering routine inquiries,
- maintains and updates files and records, cumulative records and student attendance records,
- tabulates and posts data, assists Other Office Personnel,
- receives and relays visitors to the office as appropriate,
- handles routine paperwork by sorting, routing, gathering signatures and follows through on various dispositions,
- maintains supplies and materials for office and receives deliveries, a complex filing system and assists in maintaining annual equipment inventory.
- monitors student activities in classrooms, school grounds, hallways, lunchrooms, field trip, etc.
- provides support for non-instructional classroom duties such as monitoring snacks, restrooms, clothing areas, etc.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCE AND EDUCATION:

Preferences include:

Experience working with children, working knowledge of CYFD childcare licensing, accreditation experience helpful, word processing skills, familiarity with student information system such as FACTS, effective communication skills, both verbal and written, flexibility, organization, and problem solving skills, interpersonal skills with diverse populations, in-person and on the telephone, computer, business English and basic mathematics skills, ability to meet deadlines and work on multiple projects.

MINIMUM REQUIRED EDUCATION, LICENSES, CERTIFICATIONS, EXPERIENCE AND SKILLS:

Associate's Degree and CYFD certification.

Contact: Debra Alba esdirector@crossofhope.org 505-897-1832

Salary Range: \$12.00 - \$14.00 per hour based on qualifications and experience.