



POSITION DESCRIPTION—TIMOTHY LUTHERAN SCHOOL COORDINATOR

HOURS: Full-time (40 Hours, Monday through Friday) Exempt

SALARY: Based on experience

REPORTS TO: School Administrator

PURPOSE: In keeping with Timothy's vision of Transforming Lives through Christ in the Blue Springs region, this position will support Timothy's mission to Gather, Grow, Give, and Go at Timothy Lutheran School. He/she will assist the School Administrator in the day-to-day operation of Timothy's school ministry by performing various functions and working with staff, parents, and students as well as within the church.

QUALIFICATIONS: As a church professional, this employee loves the Lord and is willfully and spiritually eager to grow as a disciple. He/she must function as a team player and school ambassador. He/she must possess proficient written and verbal skills and an understanding of basic office equipment skills, as necessary.

RESPONSIBILITIES:

- Devote time and energy during normal business hours to the business and affairs of the School Ministry Team, exhibiting best efforts, skills, and abilities to promote its interest
- Meet deadlines, handle multiple tasks, and generate accurate & quality work
- Perform routine duties and special projects assigned by School Administrator and assist school staff, as needed
- Maintain confidentiality and sensitivity of the needs & concerns of those who seek the ministry of the school and/or church
- Perform receptionist duties of receiving and directing visitors
- Perform inventory control of receiving new items for school
- Oversee teachers' inventories at end of school year
- Oversee all aspects of the enrollment process
- Maintain and submit records required by the Lutheran Church—Missouri and State of Missouri
- Maintain all aspect of tuition recordkeeping and bookkeeping and coordinate transfer of tuition to Timothy's Finance Coordinator
- Coordinate and oversee school volunteers
- Perform secretarial correspondence (incoming & outgoing), such as phone calls, sorting mail, printing copies, etc.
- Assist School Administrator with correspondence, phone calls, mailings, as needed