



Job Title: Front Office Coordinator		Reports to: COO	
Worker Classification:		Compensation:	Fair Labor Standards Act:
Full-time Part-time	Temporary Contract	<ul style="list-style-type: none"> • Salary • Hourly 	<ul style="list-style-type: none"> • Exempt • Nonexempt
Organizational Supervision:		Annual Duration:	Work Location:
Tier A Tier C	<ul style="list-style-type: none"> • Tier B • Tier D 	<ul style="list-style-type: none"> • 10-Month • 11-Month • 12-Month 	<ul style="list-style-type: none"> • On-Site • Remote • Hybrid _____ % on-site

Position Summary

Administrative Assistants at Concordia Lutheran Schools of Omaha play a vital role in supporting daily operations and fostering a positive environment for students, parents, and staff. This position requires strong organizational skills, excellent communication abilities, and a commitment to the mission and values of our Christian community. The Office Manager will manage building access and front office logistics. Hours are based on workload and may be reduced when school is not in session.

Position Responsibilities

1. Building Access Control:
 - Manage building access controls to ensure a secure environment for students and staff.
 - Coordinate and facilitate student movement to and from the Elementary wing.
2. Guest Experience:
 - Greet and assist students, parents, staff, community members, and visitors, both on the phone and in person.
 - Anticipate guest needs for scheduled events to provide the best experience possible
 - Provide support during school events, including setup, coordination, and breakdown as needed.
3. Coordinate Office Logistics and Supplies:
 - Office Supply Inventory: Monitor and maintain office and teacher workroom supply levels, placing orders as needed to ensure adequate stock.
 - Copy Support: Provide copy support for staff, ensuring timely and accurate reproduction of materials.

- Office TA Supervision: Supervise office teaching assistants, providing guidance and support in their daily tasks.
4. Other duties as assigned

Skills Necessary

1. High attention to detail
2. Excellent written and verbal communication
3. Proficiency in the use of Microsoft Office Suite (Microsoft Word & Excel) and Google Workspace applications
4. Proficiency with SIS or similar data management systems.
5. Ability to create and maintain detailed records
6. Ability to multitask and remain organized
7. Self-motivated, responsible, dependable
8. Willingness to help others with friendly customer service

Professional Expectations and Requirements

1. Associate's degree preferred or equivalent experience required.
2. Previous experience in an administrative role, preferably in an educational setting.

Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operated as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Maintain the confidentiality of sensitive materials and information

Does this sound like you?

If you enjoy working behind the scenes to ensure smooth operations, from managing student IDs to tracking service hours and assisting with events, this role may be a perfect fit for you. You should be comfortable collaborating with staff, students, and families while maintaining confidentiality and a positive atmosphere. If you are proactive, resourceful, and dedicated to contributing to the success of the Concordia school community, we would love to hear from you!

Equal Opportunity Employer

Concordia Lutheran Schools of Omaha is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, age, disability, or any other legally protected status.

