



Elementary Administrative Office Assistant / Health Clerk

Job Posting

Position Dates: Year-round position beginning June 1, 2026

Pay Rate: \$18.00 per hour

Benefits:

Standard DCA Full-Time Benefits Package (Health Insurance, Telemedicine, Dental Savings, Life Insurance, STD, LTD, 403(b) Retirement, FSA [Dental & Vision], FAMLI, and Sick Leave)

Schedule:

- School Year: Monday–Friday (7:15 AM–4:00 PM)
- Summer Months: Monday–Thursday (8:00 AM–3:00 PM)
- Time Off: Follows the Dayspring Christian Academy staff calendar

Location: Greeley, Colorado

Travel: Minimal (0–10%)

Position Open Until Filled

How to Apply

Interested applicants should complete the Dayspring employment application available at www.dayspringeagles.org and submit it to:

Loni Corliss, Elementary Principal

lorliss@dayspringeagles.org

A completed Pastor's Recommendation Form (available on the website) is also required.

Position Overview

The Elementary Administrative Office Assistant / Health Clerk is a key member of the elementary team, supporting both front office operations and student health services. This role requires strong relational skills, organization, confidentiality, discretion, and the ability to remain calm and effective in both routine and unexpected situations.

Key Responsibilities

Student Health & Medical Support

- Provide basic first aid and assess student illness or injury
- Administer and document medications according to school policy
- Maintain student medical records, allergy lists, and health alerts
- Communicate health needs with staff and families
- Order and manage medical supplies and maintain emergency kits
- Coordinate annual health screenings and assist with staff safety training

Front Office Operations & Family Engagement

- Serve as the first point of contact for students, families, and visitors
- Manage daily operations including attendance, early dismissals, and student movement
- Greet visitors and ensure proper check-in procedures through Raptor
- Support school communication systems through FACTS (attendance, calendars, announcements)
- Assist with school events, conferences, and back-to-school preparation

Administrative Support

- Maintain student records, rosters, and documentation
- Assist with student behavior communication and documentation as needed
- Support testing schedules, reports, and end-of-year processes
- Provide general administrative support across departments

Campus Awareness & Student Support

- Maintain awareness of campus activity, student movement, and visitor presence
- Support arrival, dismissal, and daily transitions
- Address concerns proactively and escalate when necessary
- Build strong, positive relationships with students, families, and staff

Qualifications

- Strong interpersonal and communication skills
- Highly organized with the ability to multitask in a fast-paced environment
- Ability to maintain confidentiality and exercise sound judgment
- Basic technology proficiency (Google Workspace; FACTS preferred)
- Prior office, school, or health-related experience preferred but not required

Faith & Character Requirements

- A committed follower of Jesus Christ with a clear testimony of faith
- Alignment with the mission and values of Christian education
- A servant-hearted, relational, and encouraging approach
- Active participation in a Bible-believing church

Professional Expectations

- Maintain professionalism in all interactions with students, families, and staff
- Maintain strict confidentiality in all communications and documentation
- Communicate effectively in both written and verbal formats
- Demonstrate flexibility and a positive attitude toward change
- Participate in meetings, professional development, and school events
- Follow school policies and procedures consistently
- Demonstrate teamwork, initiative, and strong problem-solving skills