

New Life Christian School Secretary Job Description

Directly Responsible to: The school secretary is under the supervision of the Principal, in consultation with the Board of Education. The organization of the workload is coordinated through the Principal.

Professional Duties and Responsibilities: The school secretary may be called on to fill in where needed, and the list of duties and responsibilities listed below may not be a complete representation of all of the tasks required.

Communication: The school secretary fills the important role of being a welcoming voice and presence to parents, students, teachers, staff, and guests.

- Greet guests and address their needs
- Addresses standard inquiries by phone, letter, email, fax or personal contact
- Be a liaison between public school districts to communicate transportation needs
- Screen incoming calls and mail

Recordkeeping / Database Management

- Responsible for maintaining all school recordkeeping systems
- Responsible for maintaining a comprehensive student database
- Complete and track purchase orders and online orders for textbooks and supplies
- Use both computer and manual filing systems to keep all pertinent records
- Create and maintain all student files
- Record fire drills
- To keep track of daily attendance and call homes of unexcused students
- To collect chapel money and give to school treasurer
- Collect money and keep receipts on behalf of the Booster Club for milk money

Document Preparation

- Complete requests for transcripts for college or transfer students
- Prepare flyers and letters for upcoming events
- May provide support to teachers and staff
- Maintain confidentiality of records

Program Support

- Ensure that appropriate calendars and schedules of activities are maintained
- Participate in the process of interviewing and processing new students
- Assist in arranging and scheduling substitute teachers
- Assist Principal in planning and preparing meetings, in-services, concerts
- Assist in the development of office procedures
- Ensure safety and security measures are followed
- Ensure that adequate supplies are kept
- Administer minor first-aid and distribution of medication

Qualifications

- Strong, personal relationship with Jesus Christ
- Have at least an Associate's degree (preferred)
- Be proficient in Microsoft Office
- Have a working knowledge of email operations and programs including composing, forwarding, responding, group emails etc.
- Be proficient in typing, spelling, grammar, and oral communication
- Should be tactful in working with people, using good judgment
- Should be organized and have the ability to manage multiple tasks, take initiative, and have the ability to work independently