



Title: School Secretary/Office Aide

Reports to: Office Manager

Supervises: N/A

Status: Part-Time

Position Summary: The School Secretary will perform a variety of secretarial and clerical duties and will support the general operations of the school.

Requirements:

Spiritual:

- Bible believing Christian. Must be a regular attender of a Bible believing church.

Education:

- Associate's degree or equivalent experience

Experience:

- Two years of secretarial experience preferred

Skills:

- Proficient in Google Suite of products, as well as Microsoft Word, Excel, and Publisher
- Organized and detail-oriented
- Excellent written and verbal communication skills
- Ability to prioritize and proactively manage tasks
- Problem-solving and decision-making skills
- Ability to multitask
- Maintaining confidentiality
- Interpersonal and customer service skills
- Ability to collaborate with team members
- Approachable
- Time management skills

Essential Responsibilities and Duties:

- Coordinate end-of-year assessment testing
- Update forms, signs, telephone lists, mailboxes
- Run rosters, schedules, and reports
- Track incoming forms
- Relieve the receptionist for lunch and cover when receptionist is out as needed
- Collect and distribute mail
- Supply closet inventory and organization



- Serve pizza lunch when necessary
- Order copy paper, stamps, and office supplies
- Problem solve copier
- Dismissal duty
- Lower School grade level meeting notes
- Available for parents, students, staff, and faculty when needed
- Available to answer intercom and phones
- Assist with Serve for Education as needed
- Assist where needed for events
- Filing
- Support to office manager when needed

Collaborative Responsibilities and Duties:

- Work as part of the office support staff
- Provide support to all staff/faculty as needed
- Attend weekly staff meetings

Evaluation Method and Frequency:

- Annual evaluation by Operations Manager

Signed - School Secretary

Date

Printed - School Secretary

Date