

School Secretary

Position Summary

The School Secretary is the welcoming face of the school office and serves an important role in creating a warm, Christ-centered environment for students, parents, staff, and visitors. This position provides essential administrative support while reflecting the school's mission to glorify God in all things. The secretary models Christian character, ensures smooth daily operations, and communicates with professionalism, kindness, and integrity.

This position for the 25-26 school year is a 3 day a week position with the hope to potentially increase to 5 days a week in the future.

Key Responsibilities

Office Management & Reception

- Greet and assist all visitors, parents, and students in a professional and friendly manner.
- Answer and direct phone calls and emails, ensuring timely communication.
- Manage front door security procedures and visitor check-ins.
- Maintain an organized, welcoming front office environment.

Student Records & Data Management

- Maintain accurate attendance records, including daily absences, tardies, and early dismissals.
- Process enrollment and student registration paperwork.
- Update and manage student information through Gradelink
- Record and communicate educational leave notices to teachers.

Staff & Classroom Support

- Coordinate and arrange substitute coverage during school hours for planned staff time off.
- Provide laminating and office support for teachers as requested.
- Communicate important updates such as parent notes, transportation changes, and student messages to staff in a timely manner.

Transportation & Student Dismissal

- Manage and communicate parent transportation changes, late notices, and early dismissals.
- Coordination of student transportation logistics (bus, car line, special arrangements).
- Work with the local school districts on yearly transportation information

General Administrative Duties

- Support scheduling, correspondence, ordering and administrative tasks as assigned by school leadership.
- Maintain confidentiality of student, staff, and school information at all times.
Assist with various school communications, forms, and record-keeping needs.

Qualifications

- A personal commitment to Jesus Christ as Lord and Savior, demonstrated through a lifestyle that reflects biblical values.
- Agreement with and support of the school's statement of faith and mission.
- High school diploma or equivalent required (Associate's or Bachelor's degree preferred).
- Previous administrative or school office experience preferred.
- Proficiency in office software preferred (Microsoft Office, Google Workspace, Gradelink or other SIS)
- Strong communication, interpersonal, and organizational skills.
- Ability to multitask and remain calm under pressure.
- Commitment to professionalism, discretion, and teamwork in a Christian school environment.