



## School Secretary Job Description

### **General Description**

- Job Summary: The school secretary position provides a variety of clerical and administrative support for administrators, receives and screens phone calls, greets visitors, and facilitates communications to administrators.
- Responsible to: District Administration Coordinator
- Evaluated by: District Administration Coordinator with the administrative team
- Type of Position: Non-exempt hourly, at-will, 12-month staff
- Schedule: School year: 7:15am-3:45pm (flex time for evening events)  
Holiday and Summer: as determined with Supervisor

### **Required Spiritual Qualities**

It is expected that the School Secretary will:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support the school's Statement of Faith.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Actively participate in a local Bible-believing church.

### **Required Professional Qualities**

It is expected that the School Secretary will:

- Hold a minimum of a high school diploma or GED certificate.
- Have good verbal and written communication skills.
- Demonstrate proficiency in word processing, spreadsheet skills, e-mail, and accessing the internet.
- Be capable of mastering other educational and communication software utilized by the school.
- Have disciplined time management skills.
- Be flexible and able to multi-task.
- Possess evidence of other adequate preparation, background, or experience as determined by the hiring team.

### **Required Personal Qualities**

It is expected that the School Secretary will:

- Sign and live by Aurora Christian Schools' Lifestyle Statement (attached) as a condition for employment and continued employment in this ministry.
- Have the customer service and public relations skills necessary to welcome and introduce the general public to the school.
- Have knowledge of office procedures and methods including telephone management, social

communications skills, and professional etiquette.

### **Essential Job Functions - Accountabilities**

It is expected that the School Secretary will:

#### **Professional Responsibilities**

- Seek to accomplish the goals and objectives assigned by school administration and school policy.
- Keep proper decorum in the school office.
- Be available to meet as needed with supervisory staff to ensure coordination of office responsibilities and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Assist the District Administration Coordinator in scheduling substitute teachers as needed and assist them in successfully carrying out their responsibilities.
- Maintain confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergency situations in the school. Fulfill responsibilities and participate in required emergency safety drills in coordination with school leadership.
- Report safety, health, and maintenance needs that are observed to appropriate individuals.
- Deal directly and frankly with the school administration when honest differences exist in an earnest effort to resolve such differences.
- Participate in continuous professional development through professional reading, online coursework, and/or through attendance at in-service, workshops, and conferences.
- Help staff, students, and volunteers to function efficiently, effectively, and productively.
- Participate in beginning of year staff orientation and required staff meetings.
- Inform the supervisor in a timely manner if unable to fulfill any assigned duty.

#### **Office Responsibilities**

- General Office
  - Attempt to never leave the front office area unattended
  - Strive for prompt answering of phones during business hours, answering incoming questions/requests, or routing to appropriate personnel in a timely manner
  - Be the “face” of the school: greeter, screener
  - Check texts, emails and instant messages regularly and respond promptly or when appropriate
  - Handle parent and student inquiries, deliveries, and misc. needs
  - Track student medications (prescription drugs and Tylenol), illness, injuries (with basic first aid) in FACTS, and complete forms as necessary
  - Cordially greet all visitors, ensure sign-in, and provide assistance as needed
  - Maintain orderly and professional office appearance
  - Order, organize, and inventory office and workroom supplies
  - Monitor door entry
  - Operate intercom system: announcements, bell schedules, drills
  - Fulfill general office project copy requests
  - Maintain all copy and printer equipment
  - Maintain files for emergency drills (fire, tornado, ALICE, etc.)
- Student Records
  - Update and maintain permanent student files, communicating with the principal any problems, requirements, procedures, etc., sending and receiving student records with other schools
  - Track student health records
  - Submit ISBE reports for immunizations, dental, vision, and assist with non-public registration renewal report

- Locker assignments
- Transportation: Coordinate Drivers Education program and bus service for West Aurora residents
- Order Graduation diplomas, caps, and gowns
- Staff Assistance
  - Assist in coordinating, filling, and tracking substitute teacher requests
  - Fill minor copy requests
  - Maintain teacher supplies
  - Provide faculty year start and end folders
  - Compile Block Party packets
  - Show initiative in ways to improve procedures through the proper channels

#### **Additional Duties or Responsibilities**

- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in volunteerism, as appropriate.
- Oversee a clean, attractive, well-ordered school.
- Work with the Facilities Manager to oversee cleaning/janitorial services.
- Perform any other duties that may be assigned by the administration.