

Valley Heights Christian Academy

JOB DESCRIPTION - School Secretary/Office Manager

The school secretary is under the direction and supervision of the Board of Education. Coordination of the school secretary's work is carried out through the Board of Education. The school secretary shall provide the required secretarial/clerical support to the school in all aspects of its day to day operations. The school secretary must work in a team-based environment and display a high degree of professionalism and diplomacy in dealing with the general public, students, staff, volunteers and outside agencies.

Working collaboratively within the school, the secretary will demonstrate a strong commitment to the planning for improvement process in support of student learning, and will report directly to the Board of Education. In planning for the most effective use of the school secretary's time, the following points should be kept in mind:

1. The secretary is employed to carry on the clerical and secretarial work of the school.
2. The Board of Education is responsible for delegation and supervision of work to the secretary.
3. The secretary's job can be classified under two headings:
 - (a) the work of the school office
 - (b) the responsibility of secretary to the Board of Education
4. The school secretary should not discipline children, change existing school programs, overlook existing policies, do hall or playground duty, teach classes, etc. unless asked to do so by the Board of Education.

Competencies Required:

1. Ability to effectively perform a wide range of secretarial/clerical duties including records management, preparation of reports and documentation processes within the school office environment.
2. Ability to work effectively in a team environment.
3. Ability to demonstrate positive interpersonal skills and communicate effectively in dealing with the students, parents, school community, staff and outside agencies.
4. Demonstrated commitment to customer service.
5. Ability to demonstrate good judgment, and the ability to know when to handle a problem or when to refer it to the Board of Education.
6. Ability to multitask and prioritize.
7. Ability and willingness to accept increasing responsibility as delegated by the School Board.
9. Ability and willingness to utilize and adapt to current and changing technologies as required within the office environment.
10. Ability to maintain and promote confidentiality.
11. Ability to apply knowledge, experience and commitment in the areas of race relations, multicultural understanding and human rights.

Specific Job Components: The School Secretary shall perform those tasks assigned by the Board of Education or designate. These tasks may vary, from time to time, with the progression of the organization and may include, but not be limited to the following:

1. Assist in the student registration process as required.
2. Respond to inquiries from parents, staff, students and the general public.
3. Maintain an effective bookkeeping system for financial transactions as assigned by the Board of Education; Items may include: tuition, registration, fees, donations, fundraisers, etc.
4. Maintain time & attendance records for all school based staff.
5. Maintain student information system as required by the Board of Education; this system may include student: grades, attendance, personal information, parent information and other records as required.
6. Complete & submit required documentation or electronic data as requested by the Board of Education.
7. Assist the school response team during emergency/medical situations; able to administer first aid on an emergency basis if needed.
8. Arrange for daily substitutes for teachers.
9. Other duties as deemed appropriate by the Board of Education.
10. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Qualifications:

1. A person of good Christian faith, demonstrates Spiritual maturity and maintains a positive public testimony.
2. A person who follows the principles and commandments of Scripture.
3. A committed supporter of Christian education, dedicated to serving the school and the church.
4. Preference in completion of a certificate/diploma program from a recognized institution in Office Administration Management, Secretarial Science, or an acceptable equivalent obtained through relevant job training and experience.

Terms of Employment:

HOURS 7:30 am to 3:15 pm, during school year (30 minute lunch);summer hours and school year vacation hours will be coordinated with the Board of Education.

Benefits:

1. Entitled to five (5) Sick Leave Days and two (2) Personal Leave Days during the contract period. Unused Leave Days may not be accumulated.
2. Payment for any unused Sick Leave and/or Personal Leave Days shall be paid at the

current rate of \$40 per unused day. Compensation will be at the end of the current contractual year.

3. Up to five (5) days will be provided for bereavement leave of an immediate family member and up to three (3) days will be provided for bereavement leave for the death of other family members (see contract for details). These days are not to be accumulated from year to year.

Salary: \$12.00 per hour

Evaluation: Performance on this job will be evaluated in accordance with the Board of Education