

**High Point Christian School
School Secretary/Receptionist**

Job Description

- Job Title: School Secretary
- Hours: M, T, W, Th, Fr; 7:30-11 a.m.
- Job Relationships: The school secretary reports to the Office Manager
- Basic Objective: The school secretary is a service oriented position, providing receptionist, secretarial, and organizational support to the school. The position involves contact with parents, faculty, staff, teachers, and students who require information and/or service from the school.
- Personal Development:
 - To be a maturing disciple of Jesus Christ, thoroughly committed to Him and developing basic disciplines which stimulate growth in Christ.
 - To develop cooperative relationships based on trust and mutual respect with the administrator, teachers, aides, and parents.

Responsibilities:

- A. Secretarial/receptionist duties
 1. Greet people as they enter the building in a friendly and professional manner.
 2. Answer phone calls in a courteous, helpful, and professional manner.
 3. Provide secretarial support for other admin. Staff.
 4. Assist in preparation of reports.
 5. Keep and maintain an organized filing system for the outer office.
 6. Open, screen, and distribute incoming mail as necessary.
- B. School duties.
 1. Support maintenance of regulation immunization requirements as well as internal awareness procedures.
 2. Keep attendance records.
 3. Be knowledgeable of and enforce policies set forth in the Parent Handbook.
 4. Be knowledgeable of and support current school events, programs, and their coordinators; assistance with the RenWeb Calendar and Announcements for same upon the request of Office Manager or principal.
 5. Be knowledgeable of public school transportation reimbursement procedures.
 6. Provide First Aid as necessary for students and apportion students' medication according to parents' or doctors' requests.
 7. Maintain first aid certification or take classes, as necessary.
 8. Maintain ongoing RenWeb training as needed to fully utilize the software for the needs of the school; this will involve online training materials review as well as direct contact through telephone tech support to RW as needed.

9. Make sure that regularly scheduled mailings and communication with parents occurs at the appropriate times.
10. Maintain forms and records.
11. Support the maintenance of the school calendar and Announcements in RenWeb regarding all-school events.

General qualifications:

1. To work and communicate with people of all age groups.
2. To have proficiency in Microsoft Word, have familiarity with Excel and be unafraid to learn new software programs.
3. To see that projects are completed in a timely manner.
4. To organize details to meet short term and long term objectives.
5. To prioritize and work on multiple objectives.
6. To handle detail work accurately.
7. To keep sensitive personal and financial information confidential.
8. To have good verbal and written communication skills.
9. To assist or train others on the copy machine, telephones, intercom, laminator, etc..

Other: as assigned by the Office Manager

Updated: 3/17/17