

## JOB DESCRIPTION

Job Title: SCHOOL & OFFICE SECRETARY

Department: Academic

Reporting Relationship: Directly to Administrator

Location of Job: Main Office

Work Schedule: Monday – Friday Approximately. - 8:00 A.M. – 4:00 P.M.  
Other times as needed.

Salary: Housing, utilities, laundry facility and meals (when cafeteria is open) are furnished and a monetary salary determined by certification and education.

### Summary of Duties and Responsibilities

- Adhering to 1 Timothy 3:2 by living above reproach in all areas of our Christian walk.
- Be part of the mission: *to educate and disciple students for Christ.*
- Follow the vision: bringing students in by what they want, and sending them out with what they need.
- Hold fast our core values: holiness, teamwork (Phil. 2:4), service (John 13:1-17).
- Assist administrator as needed in preparation and distribution of correspondence, reports, studies, attendance, school records, etc.
- Compile data/information as needed by the administrator.
- Interface with teaching staff, prioritizing needs/requests.
- Facilitate communication between the administrator, teachers, students, and visitors. (and other staff with questions regarding school activities).
- Keep “Fire File” updated with new students files and w/d students records taken out
- Assist with receipting and answering the phones.
- Maintain a master calendar for the campus.
- Maintain and supervise the Campus Store
- Make copies and place orders for the academic staff when approved by the Administrator.
- Perform other duties and assignments as required.