



Valley Heights Christian Academy

Established 1982

An outreach of Calvary Baptist Church

75 Calvary Dr. Norwich, NY 13815

(607)336-8422

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JOB DESCRIPTION- School Secretary

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 School Secretary will demonstrate a strong commitment to the planning for improvement in support of student learning, and will report directly to the School Administrator and 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 School Secretary is employed to carry out the clerical and secretarial work of the school.
2. The Board of Education is responsible for delegation and supervision of work to the School Secretary.
3. The School Secretary can be classified under two headings:
 - a. The work of the school office
 - b. The responsibility of clerical assistant to the Board of Education
4. The School Secretary will assist the teaching staff wherever he/she is needed.

Specific Job Components:

The School Secretary shall perform those tasks assigned by the Board of Education or Administrator. These tasks may vary, from time to time, and may include, but are not limited to the following:

1. Provide clerical support in the day-to-day operations of the school, including copying, word processing, creating databases, management of telephone calls and emails, taking and delivering messages, filing, utilizing the internet and other office management activities.
2. Provide receptionist services to staff, students, and general public; greeting visitors, determining nature of business, and directing the visitors to correct destination.
3. Assist in the student registration process as required.
4. Respond to inquiries from parents, staff, students, and the general public.
5. Maintain effective bookkeeping system for financial transactions assigned by the Board of Education; Items may include: tuition, registration, fees, donations, fundraisers, etc.
6. Maintain time and attendance records for all school staff.
7. 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.
8. Complete and submit required documentation or electronic data as requested by the Board of Education.
9. Assist the school response team during emergency/medical situations; able to administer first aid as needed.
10. Arrange for daily substitutes for teacher and instructional assistants.
11. Other duties as deemed appropriate by the Board of Education.

Qualifications:

1. A person who has accepted Jesus Christ as their personal Savior.
2. A person of good Christian faith, demonstrates spiritual maturity, and maintains a positive public testimony.
3. A person who follows the principles and commandments of Scripture and is thereby discreet, able to keep confidential information that is private and personal in nature, modest in dress, and avoidance of the appearance of evil.
4. A person who is a member of their church and regularly attends that church.
5. A committed supporter of Christian education, dedicated to serving this school and the church.
6. Training and/or experience in a computerized office environment with proficiency in Microsoft Office Suite, including but not limited to Word, Excel, Publisher, and Outlook.
7. Demonstrate pride in the school, students, and staff.

Terms of Employment:**HOURS:**

1. To be in the office promptly at 7:45 am and remain until 3:15 pm during the school year (30-minute lunch) for a total of thirty-five (35) hours per week.
2. Individual will maintain flexible hours to the equivalent of 18 hours per week or less (excluding 30 min lunch) during the summer.
3. The office will be closed during school breaks during the school year.
4. \$16.50 per hour

To apply, please send resume to office@vhcaonline.com