**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**School Secretary**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The school secretary’s position is to support school ministry by providing general office assistance to the teaching staff. The secretary is a member of the Seventh-day Adventist church and attends the \_\_\_\_\_\_\_\_\_\_\_ church on a regular basis. The secretary performs diverse office duties as directed by the school staff. He/she assists in designated administrative details using initiative and sound judgment. Requires knowledge of church/school policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the school staff. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help.

Essential Job Functions

The school secretary’s responsibilities include, but are not limited to:

*Reception*

* Interacting with visitors to the school office and answering phone calls/emails in a friendly and professional manner
* Presenting a professional image in dress and grooming during office hours
* Maintaining the school office in an attractive and professional manner at all times

*General Office Responsibilities*

* Maintaining the school calendar to reflect all school related events
* Assisting with preparation of newsletters, including compiling and proofreading announcements
* Clearing all newsletter announcements, inserts, and flyers with the principal
* Preparing graduation certificates as needed
* Filing important correspondence and records; maintaining a standardized and efficient filing system
* Assisting the teacher(s) with correspondence as necessary, including mailing needs
* Managing incoming mail each workday and regularly checking email
* Providing school officers with office assistance for school matters as needed
* Keeping office supplies stocked and well organized
* Managing petty cash and providing accounting of petty cash use to school treasurer, if requested
* Providing school treasurer with all invoices, bills, and other treasury related items in a timely manner
* Maintaining general bulletin boards to ensure that appropriate notices are posted and old notices are removed
* Editing, posting, and/or updating information on the school’s website as necessary

*School Committee(s) Support*

* Copying and assembling materials needed for school board meetings, finance committee meetings, etc
* Maintaining records of school board minutes and business meetings

*Recordkeeping*

* Assisting in keeping accurate records of school enrollment, including changes to address, phone, and email.
* Maintaining accurate records, including signatures of every key issued and returned. Working with individuals to recover keys from all key holders when their position ends
* Managing sign-up lists as appropriate

*Other*

* Maintaining *strict* confidentiality of all school matters and enrollment affairs
* Immediately reporting any on-the-job injury to the school treasurer or principal
* Accurately recording all hours worked and submitting those hours on a time report to the church treasurer by the Monday of payroll week
* Requesting permission to work overtime from the principal prior to working more than 40 hours in one week

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Knowledge and Skills

* Be familiar with and able to use computers, standard computer software, and standard office equipment
* Demonstrate a helpful and positive attitude toward all students and the general public

Education/Experience

* Knowledge of office computer software is required
* A high school diploma or equivalent is required and two or more years of college is preferred
* Prior experience with office management or secretarial duties is preferred

Physical Requirements

* Must be able to read, speak, hear and write.
* Must be able to effectively communicate both orally and in writing.
* Some standing, walking, bending, kneeling, carrying of light items, etc. required.
* Must be able to sit for long periods of time.
* Occasionally lifting up to 25 pounds of office supplies is necessary.

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**