Position Description
# Administrative Secretary

REPORTS TO: Headmaster

PRIMARY PURPOSES:
- Coordinates activity and information between the Staff, Students, and Parents
- Performs duties and directs activities that result in prospective students completing their applications for enrollment.

QUALIFICATIONS:
- Must be a Christian with sound Christian character and witness.
- Excellent verbal/written communication and interpersonal skills.
- Must be able to greet and provide information and services to students, parents, visitors and staff in a positive, confidential, and service-oriented manner.
- A detailed, self-starter who can look ahead, work hard, and do what is necessary to accomplish the tasks. Extremely reliable and can see the end from the beginning, thinking the entire process through and learns from how to make it better the next time.
- Proficiency in the use of MICROSOFT Office Suite applications as well as ability to gain proficiency in specialized software systems.

MAJOR RESPONSIBILITIES AND DUTIES:

A. Administrative Responsibilities:
   a. Handles phone calls, parents, visitors, and deliveries at office.
   b. Maintains faculty and staff records, background checks and fingerprinting.
   c. Records attendance information of faculty & staff and produces a year-end report. Ensures all attendance is within policy and reports irregularities to Headmaster.
   d. Oversees the scheduling and preparation of main school calendar.
   e. Prints, sorts, and mails report cards
   f. Lists job openings with college placement offices and/or newspapers.
   g. Schedules Photographer for school pictures and sports team pictures.
   h. Copy Room Assistance – teaches new teachers & aides how to use machines (copier, laminator, etc.). Maintain & service machines. Keep materials in stock.
   i. Orders, distributes, ships, and stores testing materials for achievement testing.
   j. Maintains paperwork and records for fire, tornado, lockdown drills.
   k. Oversees the inventory and ordering of school supplies.
   l. Maintain the Crisis Plan for team leaders and faculty.
   m. Recruits, trains and supervises volunteers.
   n. Assists in the gathering of information from all departments for a quarterly newsletter.
   o. Coordinates details for special events such as: grandparent's day, parent/teacher conferences, awards night, kindergarten screening and roundups. Oversees the designing and printing of all program needs for concerts and graduations.
   p. Other duties as assigned.

B. Student Related Responsibilities:
   a. Creates and maintains student records
   b. Assists students with dress code violations.
   c. Perform the functions of School Registrar by maintaining student cumulative files. Includes setting up students in school software data base and maintaining personal data
   d. Assist in schedule changes.
   e. Print student transcripts.
   f. Organizes, orders awards, sets-up and keeps track of students awards during yearly awards program.
   g. Creates cumulative transcript labels for both semester averages.
   h. Assist in the general “clean up” of children as needed.

C. Nursing Related Responsibilities:
   a. Maintains first aid supplies in office.
   b. Maintains student health records
   c. Administers first aid to students
   d. Contact parent as needed regarding student related health issues

D. Teacher Related Responsibilities:
   a. Finds substitutes for teachers. Maintains substitute records.
   b. Communicates with teachers on a daily basis with information from the Headmaster.
   c. Arranges Parent-Teacher Conferences

E. Admissions Process: Works under the supervision of the Headmaster to oversee the details admission process for new and returning families.
   a. Prepares admission packets.
   b. Schedule campus tours, student shadowing and interviews.
   c. Gathers all enrollment forms and records.
   d. Informs applicant of enrollment decision.
   e. Tracks statistics regarding the admission process.
      - candidate files.
      - inquiries.
      - re-enrollment data.
      - Communicates information to each school division.
   f. Process applications for international students.
   g. Oversee placement and testing of students
   h. Assist in scheduling Kindergarten Screening, Round-up, and Graduation.

F. Related Responsibilities: This position requires flexibility in scheduling for various activities.