



School Secretary

The School Secretary provides the first warm, encouraging welcome to students, parents, volunteers, and the public. This person is responsible for greeting people, answering phone calls and emails, processing paperwork, and assisting teachers and administrators to ensure the school operates efficiently and effectively. This person shall be spiritually mature to help foster a gospel-centered, joy-filled environment to fulfill the school's mission.

Classification: Part-Time, Hourly

Hours: Office hours begin two full weeks before the first day of school. Mon-Thurs 7:30 am-4 pm; Reduced summer hours start 5 workdays after the last day of school. Summer hours Tues & Thurs. 9-noon

Reports to the Head of School

Skills and Requirements

- Fully supports TCS's mission
- Fully agrees with TCS's Statement of Faith
- Ability to develop positive, cooperative relationships with staff, students, and public
- Skill in effective organization and efficiency
- Skill in accuracy and attention to detail
- Computer proficiency in Google Suite as well as the school's administrative database
- Ability to communicate clearly and concisely both verbally and in writing in a professional and courteous manner
- Uses proper grammar, spelling, and punctuation
- Ability to complete multiple tasks with frequent interruptions
- Ability to communicate with discernment, discretion, and confidentiality
- Trained in child CPR/First Aid with current certification
- Schedule flexibility to accommodate special schedules or school-related activities, including some evenings
- Demonstrates a growth mindset



Leadership Role

- Servant leadership role serving and supporting students, parents, teachers, and administration to foster a Christ-centered ministry
- Communicate effectively with high standards of ethics, honesty, and integrity in all personal and professional matters
- Abide in the Matthew 18 principle of resolving conflict

Responsibilities

- Welcome and assist visitors on campus
- Ensure all campus visitors sign in/out
- Provide a range of assistance and service to students, parents, and staff including supervising students in the office area, parent volunteers, and campus visitors
- Perform general clerical functions (scheduling, copying, mailings, etc.)
- Process documentation and materials (mail, supplies, registrations, field trip forms, receipts, etc.)
- Collect school tuition and fees
- Maintain a professional front office atmosphere that is inviting, clean and orderly
- Receive incoming phone calls
- Ensure office equipment is routinely maintained and in reliable working order
- Maintain databases, files, and records
- Create and maintain various school forms and documents
- Respond to requests and inquiries for information from a variety of internal and external parties (staff, parents, students, schools, etc.) according to TCS procedures
- Maintain up-to-date and accurate student records, including attendance, with attention to tracking absenteeism and tardiness
- Maintain the room coverage schedule and assist with scheduling as needed
- Maintain inventory of supplies, and place orders as needed
- Provide clerical support to faculty and administrative personnel
- Assist with emergency management and help cover emergent needs, including student supervision, as needed
- Administer first aid medical care to ill or injured students, and dispense student medications when needed
- Uphold and assist in upholding school standards and policies