St. Mark Lutheran School

## Our Vision For Ministry

### Administrative Assistant/School Secretary Position

###### Purpose of this ministry

* To advance the kingdom of God through all the ministries of St. Mark Lutheran Church; specifically through our Lutheran Elementary School.

###### Goals of this ministry

* To warmly greet everyone who walks into our school facility or calls us.
* To route visitors and phone calls to appropriate location
* To monitor people entering our building
* To assist volunteers who serve here.
* To provide administrative support for the operation of the school and preschool.

###### Desirable qualities

* Love for Jesus and His church.
* A servant’s heart – wanting to do whatever is necessary to build up the kingdom of God through all the ministries of St. Mark.
* Demonstrated verbal and written communication skills.
* Proficiency in using Microsoft Word, Publisher, Excel, Canva, MailChimp, Sign-up Genius and other programs.
* Creativity in developing and executing administrative systems.

##### *Accountability for this ministry*

* This position is directly accountable to our school principal and also to the Ministry Governing Board

##### *Performance Responsibilities*

Clerical

* + - Answer telephone, take messages, monitor door security, sort and deliver mail, file, assemble materials, use and maintain copy machines, fill requisitions, and distribute materials to mailboxes.
    - Monitor daily attendance for all students Preschool-8th grade
    - Assist parents, students, and teachers, and maintain a businesslike atmosphere in the office.
    - Coordinate school pictures for students, athletics, and yearbook.
    - Work with confidential materials (student records, government program documents)
    - Provide transportation lists to school districts and update changes as needed.
    - Assist in coordinating school volunteers.
    - Coordinate Hot Lunch program
    - Order and maintain an inventory of office supplies for faculty and staff
    - Record and process student applications.
    - Coordinate and record monthly fire drills.
    - Attend morning staff meetings

Student Health

* + - Care of ill or injured students including contacting parents, provide first aid in dealing with emergency situations, dispense and keep records of student medication, injuries, illnesses and accidents.
    - Organize and update immunization records as needed.

Financial Accounting Management

* Sell and assist in inventory of Scrip Program
* Assist teachers with bus arrangements, quotes, bill payments, and record keeping for class trips.
* Maintain Petty Cash account.

Athletic Assistance

* + - Work with Athletic Director in coordinating school rentals

*This description indicates the kind of tasks and levels of work difficulty**for this position. It is not intended to limit or in any way modify the right of the Principal and School Board to assign, direct and control the work of the employee under supervision.*

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Expectations**

School Secretary/Administrative Assistant Hours: 28-30 hours a week. Full day is 8 hours (7:15-3:15) Days are flexible, but Wednesdays are a must

Summer Duties/Office Hours: 10-15 hours a week during June and July with 2-3 weeks off

Summer Duties/Responsibilities (On Back Page)

Handling of Confidential Materials

The secretary position/administrative assistant position requires the person to be involved in the handling of confidential materials regarding staff, students and parents. Any mishandling of this information will result in the immediate resignation/firing of the school secretary/administrative assistant.

**Evaluation Period**

The secretary position description and performance will be evaluated after the 2nd and 4th month of the 4 month probationary period. Annual reviews will be conducted after the probationary period has ended.

**Signatures**

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample of Summer Secretarial Duties**

Answer the phone

Direct messages to the teachers

Greet visitors and answer their questions

Sort mail daily

Do mailings and assist the principal with clerical items

Continue to process enrollment forms as they come in

Organize all of the office cabinets

Reorganize school filing cabinets

Prepare database for the coming school year

Technology training

Professional development workshop or course

Create a new format for the school directory

Order office supplies

Order the necessary school equipment needed for the coming school year

Check in all school and classroom orders