

## Ministry Position of School Secretarial Aide

### **General Description:**

The School Secretarial Aide will assist the school administrator, the preschool director, and the School Secretary in carrying out the responsibilities of the administration and public relations of the school. Additionally, the School Secretarial Aide will represent the school ministry through a Christian lifestyle, a respect for confidentiality, and a devotion to the goals and objectives of Grace Lutheran Church and School.

### **Qualifications:**

*Personal- The Secretarial Aide shall:*

1. Reflect and commit to the school's Mission and Philosophy, its Statement of Faith and the overall ministry and well being of Grace Lutheran Church and School.
2. Be an actively involved member in good standing at Grace Lutheran Church, another Lutheran Church, or another Trinitarian Christ-centered (John 14:6) Christian Church which teaches we have salvation by the grace of God alone (Eph 2:8-10).
3. Present a pleasant, friendly, and open mannerism.
4. Be an effective communicator.
5. Demonstrate a high level of organizational skill.
6. Show an ability to take initiative in completing necessary tasks.
7. The School Board and School Administrator may add other qualifications at any time.

*Professional- The Secretarial Aide shall:*

1. Be well versed in the proper use of the English language (spelling, grammar, punctuation and sentence structure).
2. Type proficiently.
3. Ably compose routine correspondence.
4. Be knowledgeable of accounting procedures; be able to perform mathematical operations with speed and accuracy.
5. Ably use a computer system for general clerical work, word processing, spread sheet, database, record keeping, accounting, email and Internet use.
6. Understand the proper use and general maintenance of office equipment.
7. Understand efficient file management procedures.
8. Work diligently without immediate supervision.
9. Follow directions; be self-reliant and have strong problem solving skills.
10. Use time efficiently; be able to organize work efficiently and systematically and establish routines where appropriate.
11. The School Board and School Administrator may add other qualifications at any time.

### **Responsible to:**

The Secretarial Aide is responsible to the school administrator and the preschool director.

### **Supervises:**

The Secretarial Aide is responsible for supervising children and volunteers.

## **Secretary Responsibilities:**

### **In Spiritual matters, as the Secretarial Aide I will:**

1. Continue to develop a personal relationship with Jesus Christ through prayer and regular enrichment in the Word of God. Regular enrichment is demonstrated through activities such as group Bible study, Sunday school instruction, and daily Bible devotions, for example.
2. Exemplify the Christian faith and life, serving as a role model (1 Timothy 4:12) both in and out of school to pupils and as an example to parents, fellow faculty and staff members, members of the congregation and to the community-at-large in judgment, respect, and Christian living.
3. Function in an atmosphere of love and order characteristic of the Body of Christ at work and lead others toward Christian maturity.
4. Give support with time, talent and treasure to all ministries of the Church.
5. Exemplify Christian discipleship and witness and live in Christian unity with members of the congregation and school.
6. Associate closely with God through regular communion and church attendance and actively participate in congregational activities.
7. Clearly articulate the purpose of Grace Lutheran School.
8. Follow the spirit of Matthew 5 and 18 to resolve differences with parents, colleagues and members of the congregation.
9. Show support for the role of parents as primarily responsible for their child's education (spiritual, social, emotional, physical, and academic) and assist them in that task.

### **In Professional matters, as the Secretarial Aide I will:**

#### **A. Relationships & Communication**

1. Serve as receptionist for the school, greeting visitors, answering the phone and facilitating appointments for the school administrator, consistently projecting a positive attitude. These tasks will be accomplished cooperatively with the School Secretary, providing assistance and support for each other.
2. Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Be accessible and responsive to parents.
4. Intentionally promote the uniqueness of the school and church community wherever and whenever possible.
5. Represent the school in a favorable, Christian and professional manner to the school constituency, congregation and community.
6. Meet everyday stress with emotional stability, objectivity, and optimism, looking for the good in all situations.
7. Remain objective when solving problems, looking for multiple solutions, believing problems can be constructively managed and soliciting input from all affected when problem-solving.
8. Effectively communicate thoughts and feelings while listening to others in an open manner.
9. Establish and maintain positive, loving, respectful, mutual relationships with others, following the example of Jesus Christ.
10. Show respect and be loyal to all people of authority as defined in the Grace Lutheran Church and School constitution.

11. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

### **B. General Secretarial**

1. Implement all policies governing the operation of the school.
2. Keep the office environment organized and pleasant in appearance.
3. Communicate effectively orally and in written form using correct grammar, sentence structure, mechanics, and spelling.
4. Upon request of the Administrator, Preschool Director, or School Secretary, assist to prepare, type, reproduce, and distribute weekly newsletters, flyers, letters, forms and other materials for school related and special events (e.g., class orientations, Spring Preregistration, National Lutheran Schools Week, Parent-Teacher Conferences, etc.); certificates, school handbooks and directories.
5. Maintain generous supply of enrollment materials and information packets.
6. Assist in the care of sick and injured children; notify parents as required; administer medication to students according to administrative guidelines.
7. Maintain the orderliness of the Lost and Found, disposing of items that have been on hand for unreasonable lengths of time, and not allowing the collection of items to become untidy.
8. Maintain the readiness of the cot prepared for ill children.
9. Maintain the collection of clothing kept on reserve for children in need of a change due to various incidents (mud, bathroom incidents, etc.).
10. Keep the collection of catalogs up-to-date.
11. Willingly participate in school accreditation activities.
12. Consistently seek performance feedback and willingly participate in performance appraisals.

### **C. Scrip Program**

1. Publicize to the Grace Lutheran Church and School community the Scrip program.
2. Coordinate the ordering of appropriate quantities of Scrip, both to fill orders from individuals and to keep on hand in stock readily needed Scrip.
3. Set hours of availability. These hours may be staffed by the Secretarial Aide as well as volunteers scheduled by the Secretarial Aide. The School Secretary will assist in the sale of Scrip during school office hours. Any hours that the Secretarial Aide chooses to serve in make Scrip available for sale outside of normal school office hours are to be staffed by volunteers, and the Secretarial Aide may choose to be one of those volunteers.
4. Track Scrip profits by family, preparing monthly statements of total sales/profits for the administrator and monthly statements for individual families tracking total purchases and amounts earned toward their Scrip commitment and other designations.
5. Make regular deposits of Scrip funds into the GLS Scrip bank account.

### **E. Computer & Office Equipment**

1. Efficiently and effectively administrate computer database and other computer programs as needed/directed.
2. Assist the School Secretary in the maintenance of office equipment.
3. Use office computers in a way that safeguards the equipment and the data.

Perform any other tasks as designated by the school administrator.