S

halom Mennonite School

***1410 Union Grove Rd. Terre Hill, PA 17581***

***Ph. (717) 445-7020***

“Teaching and Training for the Glory of God”

**Secretary Job Description**

1. Qualifications
   1. Be a Godly role model for students by demonstrating Christ-likeness in character, submission to God, His Word, and other authorities, and by actively supporting the local church.
   2. Consistently support in word and life the school’s statement of faith, philosophy of education, mission, and policies.
   3. Be an organized person who can effectively manage and organize the front office at SMS.
   4. Have experience with accounting in Quick books or be willing to learn how to use this accounting software.
2. Relationships
   1. Supervisor: SMS Principal
   2. Co- Workers: SMS teachers and volunteers
   3. General Responsibility: Manage the school office in such a way that:
      1. The Principal is successful in his administration of SMS
      2. Teachers can be clear of their communication with the office and efficient in their preparation when it requires office supplies.
      3. The board can easily access necessary financial information and other school records when needed.
      4. Students, visitors, and vendors feel welcome at SMS and inspired by the purpose of the school.
3. Essential job functions
   1. Answer incoming phone calls and refer callers to appropriate people.
   2. Receive people in the office, answering questions and directing inquiries to appropriate people. Help students that come to the office for supplies.
   3. Meet the needs of injured or ill students. Call paramedics or parents in cases where it is necessary. Fill out appropriate insurance forms when necessary.
   4. Type and photocopy materials as requested by the Principal.
   5. Keep accurate records of students’ health and immunization information and report necessary data to state and local health agencies.
   6. Assist in the application process of incoming students.
      1. Prepare application packets for potential patrons. Application packets with the next year’s information should be prepared by late January for use at the Open House in February.
      2. Prepare an information table for Open House in February.
      3. Notify parents of testing dates, interview appointments, and send acceptance letters.
   7. Maintain a master calendar for the school. This should include a monthly chronological file of all necessary secretarial duties for each month of the year.
   8. File information necessary for the school and other material requested by the Principal.
   9. Develop, copy, and distribute to teachers memos, and fliers to inform parents of school activities.
   10. Notify the Principal of appointments made on his behalf and any needed planning or decisions.
   11. Maintain inventory of office supplies, and monitor the use of school supplies.
       1. Order the necessary supplies to keep the supply closet stocked (classroom supplies and janitorial items).
       2. Operate the school store from your office, keeping store items in supply at all times.
   12. Insure maintenance of office equipment. Notify Principal of any major repairs that need to be done.
   13. Prepare mailings requested by the Principal
   14. Keep the students’ permanent record file up to date.
   15. Tuition
       1. Prepare and send invoices to all patrons.
       2. Print a monthly report of tuition accounts for the treasurer.
       3. Receive tuition payments and keep record of each families account balance. This may require communication with patrons concerning any scholarship funds that have been credited to their account.
   16. Receive all bills for SMS and prepare checks to be signed by the treasurer for payment of bills. Give the bills to the principal for review before writing out the checks.
   17. Receive all donations for SMS and prepare tax deductible receipts to be signed by the treasurer.
   18. Keep all personal financial information that is entrusted to the school in discreet regard.
   19. Type and copy any schedules, forms, and notices that are necessary for smooth school function.
   20. Order or print the awards needed for awards assembly. Coordinate the purchase and preparation of track and field awards with the PE teacher(s).
   21. Decorate the hallways with encouraging posters, pictures, sayings, and seasonal decorations.
   22. Initiate and prepare the monthly newsletter in conjunction with the Principal.
   23. Clean and decorate office.
   24. Have a plan in place to reach all patrons by phone in case of early dismissal or emergency cancellation.
   25. Maintain a history file for SMS which includes the following:
       1. A copy of all newsletters.
       2. A record, timeline, or chart which records, and recounts significant events in the life of SMS.
       3. A copy of the school yearbook from each year.
   26. Receive the weekly activity reports which are filled out by teachers so that you are aware of activities which could cause schedule conflict.
   27. Coordinate hot lunches for the school year. Be sure that all the necessary school supplied items are kept in stock.
   28. Oversee yearly Kindergarten testing in conjunction with the Kindergarten teacher.
   29. Oversee the library. Delegate responsibility to volunteer mothers as needed.
   30. Lead out in faculty devotions, and song chapel as directed by the administrator
   31. Stock paper ware in the kitchen for class parties, and special events.
   32. Collect attendance charts weekly. Distribute report cards. Keep a computer record of attendance that is up to date.
   33. Report cards
       1. Print report cards and distribute to teachers before the end of each quarter.
       2. Complete attendance section quarterly.
       3. Keep a photocopy of all student report cards at the end of the year.
   34. Uniform Closet
       1. Stock fabrics
       2. Keep the uniforms organized
   35. Front hallway bulletin board
       1. Decorate the front bulletin board at least quarterly or delegate it to a volunteer.
   36. Association
       1. Maintain a current list of association members so that the board can view it at any time to make committee appointments.
       2. Print membership cards/ receipts for all new members.
   37. Coordinate the collection of Box Tops, and Campbell’s Soup Labels.
   38. Prepare quarterly taxes and end of year tax statements.