



## JOB DESCRIPTION

Job Title: **Secretary/ Receptionist**

Responsible to: Head of School (HOS) or their designee

**Job Summary:** Under the supervision of the Head of School, performs a variety of clerical and support work involving broadly defined policies and procedures, greets and interacts with the public, works cooperatively with the faculty, staff, students, and parents, and performs other related duties as assigned.

**Work hours: 7:30 AM-4:30 PM, Monday-Friday**

- **This is a non-exempt, 12-month position.**
- **Other weekend or nights would be required per the annual MVCS published calendar.**

### **Essential Job Functions:**

1. Establish and maintain a pleasant, comfortable, clean, and safe office environment.
2. Serve as secretary to the Head of School.
3. Answer telephone and relay messages to appropriate individuals
4. Receive and sign in/out visitors, parents, and students.
5. Coordinate with the Accounting Manager with before care, after care, and lunch billing.
6. Sort and distribute mail.
7. Send all-parent emails from FACTS SIS.
8. Maintain the central office filing system.
9. Maintain student, family, faculty, and staff information in FACTS SIS.
10. Maintain the official organizational calendar.
11. Maintain a current inventory of office supplies and order when necessary.
12. Recruit, train, and supervise volunteer office workers.
13. Gather information, design, and print publications as required.
14. Maintain current Student Emergency Binder and immunization records.
15. Assess each ill student and distribute medication as indicated by the student file.
16. Return all medication to parents at the end of the school year.
17. Prepare re-enrollment and enrollment packets.
18. File all original report cards, pictures into student files.
19. Promote all returning students in the student filing cabinet.
20. Maintain elementary supply list.
21. Perform other duties as assigned by the Head of School or their designee

### **Qualifications**

- High school diploma plus 2 years of college or experience equivalent.
- Experience working in an administrative or support role.
- Excellent organization and time management skills.
- Proficiency in Google, Microsoft Office, including Word and Excel.
- Strong written and verbal communication skills.
- Must pass a pre-employment background check.
- Ability to handle average-weight objects up to 20 pounds and some standing or walking.
- Must be in full agreement with the MVCS Faculty/Staff Handbook including Doctrinal and Lifestyle Statement.

- Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a like-minded evangelical church.