

**OUR SAVIOR LUTHERAN CHURCH & SCHOOL
MINISTRY DESCRIPTION**

Title: School Secretary
Supervisor: School Principal
Purpose: To serve the school by providing a warm reception to callers, visitors, students, parents and staff; providing attention to detail with all responsibilities; and assisting principal with daily tasks.

Minimum Qualifications:

- Strong personal relationship with Jesus Christ;
- Commitment to the mission and ministry of the church;
- Impeccable attention to details;
- Ability to think ahead and coordinate deadlines;
- Must have computer literacy with Microsoft Office (Word, Excel, Publisher) and Internet;
- Proofreading and grammar skills;
- Must be organized, flexible and self-motivated;
- Ability to exercise independent judgment and initiative;
- High level of confidentiality;

Position Responsibilities:

- Maintain daily school records including student attendance, absences, tardies, hot lunch, and other required information. Prepare attendance reports; Report enrollment data to State of Michigan to determine direct certification participants;
- Produce and proof final edits to email communication, school calendars and handbooks.
- Provide first aid to students and record data in school information management system; Collaborate with local health department to provide vision/hearing screenings to students; submit weekly online health report; maintain immunization records for students, reporting data to State of Michigan and local health department;
- Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Principal's or designee's responsibilities
- Schedule school picture days for students; collaborate with yearbook committee
- Manage admissions and enrollment process, handling inquiries requesting information, answering questions, collecting enrollment applications and necessary paperwork; coordinate admissions events; set up principal visits to area churches and daycares; collaborate with Principal, Communications Director and Early Childhood Director on marketing initiatives;
- Prospect tours and follow-up;
- Manage registration process- prepare/order materials & supplies for distribution; enlist volunteers to help school events (open houses, orientation). Track all forms and contact parents for missing documents
- Create new student records electronically and hard copies (CA-60s); provide data to local public school district for shared partnership program
- Create online schedules for parent-teacher conference sign up; creating and distributing informational flyers
- Collect and prepare student data for trimester and yearly awards; Purchase and order awards and diplomas;
- Other duties as assigned.

Objectives for this Position:

- Present a welcoming environment to visitors, parents, students, staff and prospective families
- Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school
- Provide excellent customer service while planning for upcoming school activities and events
- Assist Principal with projects and tasks as they arise

Position Classification:

This is a full time, 40 hours per week, ministry position. It is classified as non-exempt for the purpose of overtime compensation. This is a non-called, employment at-will relationship. There is no contract for services or for any specified period.