



HEIGHTS CHRISTIAN SCHOOLS

SCHOOL SECRETARY

To Apply: To be considered for our opening **we require all candidates to fill out an employment application.** Please visit download the application from our website or email HR to request an application. Once completed, submit to Human Resources via email at hr@heights.net or fax 714-921-9484.

GENERAL DESCRIPTION

Job summary: All employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to use their gifts, talents and abilities for God's glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7). The school secretary supports the school's leadership effectiveness by providing competent service and assistance. This person shall be spiritually mature and shall reflect the purpose of the school, which is to honor Christ at all times.

RELIGIOUS REQUIREMENTS

- HCS hires to its mission. In order to further the mission of HCS, all employees must:
- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and uphold the ministry's Statement of Faith and the terms of the Shared Values and Ethics of Employment as a condition for employment and continued employment in this ministry.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, regular attendance at a church that is in agreement with HCS' Statement of Faith, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Participate in, and occasionally lead, staff prayer meetings and devotions, student chapels, and other ministry outreach opportunities.
- Answer basic questions about the Christian faith, provide religious resources, and pray with students and parents.

PROFESSIONAL REQUIREMENTS

- Have a high school diploma or a GED equivalent.
- For preschool offices only, hold a minimum of 12 units in early childhood education or child development from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period.
- Receive a fingerprint clearance to work with children from State and Federal governments.
- Demonstrate a reasonable level of computer literacy, having proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.
- Maintain current infant/child CPR and first aid certification.

PERSONAL REQUIREMENTS

- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an encourager, and a self-starter with a high energy level. Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Be a team player, able to develop and maintain rapport with students, parents, and staff by treating others



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with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.

- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

ESSENTIAL JOB FUNCTIONS

Spiritual Leadership

- Motivate students and their families to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Foster a Christ-centered, safe, caring, and nurturing environment in the school office.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- View students and their families as an opportunity for ministry.
- Pray with, and for, students, parents, staff, and administration.

Tasks and Responsibilities

- *These tasks may be shared among multiple school office secretaries. Primary and secondary responsibilities will be identified by the administrator.*
- Keep the office neat, orderly, and running smoothly and efficiently. Maintain/order adequate supplies, as needed.
- Greet everyone with a friendly, helpful attitude when they enter the office or call on the telephone. Treat each person with respect and courtesy.
- Ensure that parents and visitors sign in and receive a visitor badge.
- Be helpful to students, parents, and staff, and frequently give direct assistance, if needed.
- Promote a positive attitude about the school and its employees.
- Assist with mailings, clerical work, or other school-related projects in the office, as needed.
- Keep updated calendars of school events, field trips, game schedules, maps, and activities, including appointments of administrators and teachers.
- Assist with the preparation for special events, as needed.
- Type letters, reports, emails, and memos, as needed.
- Maintain regular and accurate records as assigned, which may include attendance, finance, emergency drills, medical records, statistical data and/or other special projects.
- Provide reports to the school administration and the district office upon request.
- Partner with parents through strong, positive communication, collaboration, and outreach.
- Assist with content generation and collection for social media, website, parent communication, newsletters, and other applications, as needed.
- Know the procedures for dealing with emergency situations on campus. Conduct required emergency safety drills in coordination with school leadership.
- Report to the administration any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.



Additional Duties or Responsibilities

- For preschool offices only, assist as needed in the preschool classrooms.
- Attend and participate in all-school events such as Back to School, Open House, and other activities, as determined by the administration.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Be willing to adjust work hours to accommodate special schedules or school-related activities as requested.
- Perform any other duties that may be assigned by the administration.