



**Position Title:** High School Secretary

**Reports to:** High School Principal

**Hours:** Full-Time, Mandatory Time-off (month of July, Christmas break, and Spring break)

**Salary:** Hourly, 40 Hours per week

**Workspace:** High School Front Office

**Qualifications Required:**

1. Minimum high school diploma, some college preferred.
2. Spanish speaking preferred.
3. Friendly, outgoing personality who enjoys working with students and a wide variety of people.
4. Ability to perform multiple tasks or situations simultaneously.
5. Strong organizational skills.
6. Proficient computer skills; knowledge of Microsoft Office Suite and good understanding of Google+ programs.
7. Current certificates for first aid, CPR, AED, and EPI-Pen training.
8. Office experience preferred.
9. Loyal and supportive of The Potter's House mission.

**Primary Job Responsibilities:**

1. Public Relations
  - a) First contact – warmly greet and assist students, staff, parents/guardians, and visitors entering the high school office.
  - b) Answer phone calls, take detailed messages, relay messages to students as needed, and transfer calls to staff voicemail.
  - c) Building security – report issues to authorities as necessary, animal control, and/or suspicious activity.
  - d) Supervision of students in the main office area.
  - e) Appropriately maintain and secure confidential records and inquiries. Professionally represent the school in all interactions with parents, community, students, and staff.
  - f) Serve as substitute teacher coordinator for the high school; contact substitutes for all teachers as required.
  - g) Oversee student immunization reporting to the state through MCIR, submit weekly CDC reports to Kent County Health Department, schedule annual vision and hearing screening.
  - h) Liaison for maintenance and custodial companies; contact companies for service as needed.
  - i) Create and maintain high school calendars for room usage, building rentals, high school devotions.
  - j) Schedule parent and student appointments for administrator, dean of students, and high school admission tours.

2. Student Records / Attendance
  - a) Oversee daily attendance entries and reporting in the school management program.
  - b) Call parents/guardians of students with unexcused absences and record the reasons in the school management program.
  - c) Attendance reporting to KCTC.
  - d) Maintain student and family records regarding emergency contacts and student health notices.
  - e) Address student needs as sent to the office by the parent or teacher.
  - f) Report attendance issues to Assistant Principal.
  - g) Maintain family distribution list and aid in passing along to teachers materials that need to go home with students.
  - h) Prepare student progress reports and process quarterly student report cards.
  - i) Prepare parent mailings and communications.
3. General Office
  - a) Administer medications and maintain an accurate log of distribution.
  - b) Distribution of daily incoming mail and coordinate outgoing mail procedures. Foster communication within the building, to and from parents, and between schools as appropriate.
  - c) Inventory, order, receive, and distribute school supplies.
  - d) Assist with mailings to school families throughout the year.
  - e) Bookkeeping for petty cash account.
  - f) Maintain office appearance (clean & straighten) including refrigerator and coffee areas.
  - g) Maintain office machines: call for repairs and orders supplies as needed.
4. Specified Procedures
  - a) Zero Hour , 8<sup>th</sup> Hour Detention Schedule, and Newport watch schedules.
  - b) Data entry of student locker assignments in school management program.
  - c) Create annual staff devotion schedule.
  - d) Create annual staff birthday celebration calendar.
  - e) Scheduling of senior and freshmen lunches with the superintendent.
  - f) Oversee refreshments for various meetings: weekly staff meeting, annual parent meeting, graduation, student advisory meetings, etc.
  - g) Coordinating parent volunteers to help with graduation reception.
  - h) Scheduling annual events: picture day, vision and hearing screening, etc.
  - i) Special projects as assigned by Administrator.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply for the position posted, please send your resume and two letters of reference, Attn: Alf Clark, The Potter's House, 810 VanRaalte Dr SW, Grand Rapids, Mi 49509, and/or email them to: [aclark@tphgr.org](mailto:aclark@tphgr.org) noting the position title in the subject line.