

Elementary Secretary

Accepting applications immediately

Position Type: Elementary Secretary
Start Date: June 2024
Salary: Dependent on experience
Reports to: Elementary Principal
Hours: Part-time; approximately 24 hours per week

Qualifications:

- Display a Christ-like attitude as evidence of a personal relationship with Jesus Christ
- Demonstrate a commitment to Christian education
- Indicate proficiency in various office and data management technology programs
- Display excellent verbal and written communication skills
- Present strong organizational and time-management skills
- Exhibit attention to detail
- Collaborate with co-workers
- Professionally conduct business for the benefit of staff, students, and parents

Responsibilities:

- Communicate with families in a professional manner
- Assist in taking daily attendance
- Oversee the development and communication of weekly newsletters
- Assist the elementary principal with daily tasks
- Manage the elementary principal's schedule
- Shared secretary responsibilities with current secretaries

Please submit letters of interest and resumes electronically to:

Paige Them, Elementary Principal, them.paige@mcsflames.org
500 Logan Road
Mansfield, OH 44907

Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.