

# Job Posting Notice



## Secondary Secretary

Accepting resumes immediately; Open: June 2024

**Reports to:** Secondary Principal

**Qualifications:**

- Be a born-again believer and in agreement with Mansfield Christian School's philosophy of Christian Education and Statement of Faith
- Possess the ability to multitask, problem solve and collaborate with coworkers in a dynamic office setting
- Be an organized, detail oriented, concise thinker and communicator in customer relations.
- Possess high moral integrity and confidentiality
- Display proficiency in Microsoft Office, Google Suite with a knowledge of or willing to learn FACTS Student Information Systems

**Specific Duties:**

- Create and maintain a welcoming office environment for students, parents and guests entering the building along with screening and permitting entry to Secondary exterior doors.
- Maintain and monitor student attendance, absences and tardies for all 7-12 grade students.
- Answer incoming calls and make intercom announcements.
- Ongoing communication of events/news with 7-12 students/families via an emailed weekly agenda.
- Assist with various secondary events throughout the year including but not limited to New Student Orientation, Chromebook distribution and collection, picture day, hearing screenings, parent teacher conferences.
- Print rosters, open classroom and assist substitute teachers along with turning in substitute time sheets to the HR Director.
- Assist Principal in maintain and submit a record of the school's annual safety drills to the State of Ohio
- Accomplish prior to start of school year task list includes: assigning lockers, preparing new Student Orientation, staff parking passes and various other duties as assigned by the Principal and Assistant Principal.

**Terms:**

- 40 Hours per week
- 12 months
- Wage to be determined

Send letter of interest and resume to:

**Mr. Martin L. McKenzie**

[mckenzie.martin@mcsflames.org](mailto:mckenzie.martin@mcsflames.org)

500 Logan Road, Mansfield, OH 44907

419-756-5651 ext. 210

*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.*