



<b>Job Title:</b>	School Secretary/Administrative Assistant
<b>Level/Salary Range:</b>	\$12/Hour
<b>Position Type:</b>	Full Time (School Year)/ Part Time (Summer)
<b>Applications available by calling, email or from our website: <a href="http://www.shorechristianacademy.org">www.shorechristianacademy.org</a></b>	
<b>APPLICATIONS ACCEPTED BY:</b>  <b>FAX OR EMAIL:</b> 757-442-3998 or shorechristianacademy@verizon.net Subject Line: Employment Application	<b>MAIL:</b> Shore Christian Academy 11624 Occohannock Road Exmore, VA 23350
<b>Job Description</b>	
<p><b>DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Organize, coordinate, and schedule a variety of office activities to assist the Administration with tasks, prepare and accurately maintain a variety of reports, records and files relating to students, operations, and activities.</li> <li>• Compose routine correspondence independently; prepare, type, and distribute communications as requested.</li> <li>• Provide information concerning school policies, procedures, activities, and schedules as appropriate; maintain the school calendar, order student books and testing materials and order school supplies.</li> <li>• Register, release, or transfer student records; complete enrollment information.</li> <li>• Perform other duties as assigned.</li> <li>• Attend and keep minutes for monthly school board meetings.</li> </ul> <p><b>KNOWLEDGE OF</b></p> <ul style="list-style-type: none"> <li>• Modern office practices, procedures, and equipment.</li> <li>• Record keeping techniques.</li> <li>• Correct English usage, grammar, spelling, punctuation, and vocabulary.</li> <li>• Oral and written communication skills.</li> <li>• Interpersonal skills using tact, patience, and courtesy.</li> </ul> <p><b>ABILITY TO</b></p> <ul style="list-style-type: none"> <li>• Work confidently with discretion.</li> <li>• Perform a wide variety of clerical and secretarial duties to coordinate school office activities.</li> <li>• Perform public relations and communication services for the Administration.</li> <li>• Compose correspondence independently.</li> <li>• Complete work with many interruptions and work independently.</li> <li>• Maintain good public relations with students, parents, staff, and the public.</li> <li>• Meet schedules and timelines.</li> </ul> <p><b>PHYSICAL DEMANDS</b></p> <ul style="list-style-type: none"> <li>• Work is performed while standing, sitting, walking, and climbing stairs.</li> <li>• Requires the ability to communicate effectively using speech, vision, and hearing.</li> <li>• Requires the ability to lift, carry, push, or pull light weights, up to 50 pounds.</li> </ul>	