



NORTH CLACKAMAS CHRISTIAN SCHOOL

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Job Description Secretary/Receptionist

GENERAL DESCRIPTION

Goal	The goal of the Secretary/Receptionist is to establish and maintain a professional, peaceful atmosphere in the school office.
Overview	A Secretary/Receptionist fields all personal contacts with the school.
Contracted By	A Secretary/Receptionist is contracted by the administrator on behalf of the school board.
Contracted for	This is an hourly-wage position contracted for the school year.
Responsible to	A Secretary/Receptionist is responsible to the administrator, or designee.
Supervises	A Secretary/Receptionist supervises the student Teacher Assistant(s) assigned to the office.

REQUIRED PERSONAL QUALITIES

A Secretary/Receptionist Shall:

- Have received Jesus Christ as his or her personal savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Be a regular attendee at a local, Bible-believing church which has a statement of faith in agreement with the school's statement of faith.
- Show by example the importance of Scripture study and memorization, prayer, witnessing to others about Christ, and unity in the Body of Christ.
- Be in whole-hearted agreement with the school's statement of faith and Christian philosophy of education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ADDITIONAL PERSONAL QUALITIES

A Secretary/Receptionist Shall:

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of modesty, appropriate to the position and activities of the day, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Shall notify the school administrator of any policy he or she is unable to support.

- Refuse to use or to circulate confidential information.
- Place his or her job ministry ahead of other jobs or volunteer activities.
- Make an effort to appreciate and understand the uniqueness of the NCCS community.

PHYSICAL REQUIREMENTS

A Secretary/Receptionist Shall:

- Be physically capable of lifting 70 pounds.
- Be able to conduct the required emergency training drills.
- Be physically and mentally capable of determining the need for assistance in an emergency and summoning the assistance needed while maintaining the safety of the passengers.
- Be physically and mentally capable of administering first aid when required.

SUPPLEMENTAL FUNCTIONS

A Secretary/Receptionist Shall:

- Utilize training opportunities and evaluations processes for improvement as a Secretary-Receptionist.
- Submit to testing for controlled substances on a random basis.