

School Secretary & Administrative Coordinator

Golden Plains Community School

Full-Time | 7:20 AM – 3:20 PM (30-Minute Lunch Break)

Compensation: \$17/hour

Position Overview

Golden Plains Community School is seeking a warm, organized, and mission-driven School Secretary & Administrative Coordinator to serve as the welcoming face and administrative backbone of our school community. This position is essential to the daily operations of the school and plays a key role in creating a safe, efficient, and hospitable environment for students, families, staff, and visitors.

The ideal candidate is highly organized, flexible, relational, and able to manage a wide variety of responsibilities with professionalism and care. This role requires strong communication skills, attention to detail, and a heart for serving children and families in a Christ-centered school environment.

As a founding staff member, this individual will help establish systems, routines, and a front office culture that reflects the mission and values of Golden Plains Community School.

Primary Responsibilities

Front Office & Family Support

- Serve as the first point of contact for students, families, visitors, and community members.
- Maintain a welcoming, professional, and organized front office environment.
- Answer phones, respond to emails, and direct inquiries appropriately.
- Check visitors in and out while maintaining campus safety procedures.
- Support families through the student registration and enrollment process.
- Assist parents with forms, communication, scheduling, and general school needs.

Attendance & Student Records

- Manage daily student attendance and maintain accurate attendance records.
- Track tardies, early pickups, and absences in accordance with school procedures.
- Maintain student files and confidential records with accuracy and discretion.
- Assist with cumulative records requests and enrollment documentation.

Health Room & Student Care

- Oversee the daily operation and organization of the nurse's office.

- Administer basic first aid and student care in accordance with school policies and training.
- Maintain health logs, medication records, and emergency contact information.
- Communicate with families regarding student illness or injury as needed.
- Ensure health and sanitation supplies remain stocked and organized.

Operations & Administrative Support

- Order and organize office, classroom, janitorial, and health supplies.
- Maintain inventory and stock shared school materials as needed.
- Assist school leadership with budget tracking, receipts, invoices, and purchasing processes.
- Coordinate logistics for field trips, including transportation reservations, materials, and communication.
- Support scheduling, calendars, and school-wide organizational systems.
- Assist administrators and teachers with clerical and operational tasks as needed.

Faith & Community

- Model Christ-like character in all interactions with students, families, staff, and visitors.
- Support and uphold the mission, values, and culture of Golden Plains Community School.
- Affirm and sign the school's Statement of Faith.

Collaboration & Professional Responsibilities

- Work collaboratively with school leadership, teachers, and support staff.
- Maintain professionalism, confidentiality, and strong organizational practices.
- Participate in staff meetings, training, and school-wide events.
- Perform additional duties as assigned to support the overall success of the school.

Qualifications

- High school diploma required; associate's or bachelor's degree preferred.
- Previous administrative, secretarial, school office, or customer service experience preferred.
- Strong organizational skills and attention to detail.
- Ability to multitask and manage responsibilities in a fast-paced environment.
- Proficiency with basic technology, email, spreadsheets, and office systems.
- Strong interpersonal and communication skills.
- **Bilingual (English/Spanish) preferred.**
- Employees must maintain a valid driver's license and acceptable driving record throughout employment.
- Continued employment is subject to passing and maintaining background check eligibility.

- An active member of a Christian church that aligns with the school's Statement of Faith preferred.

Work Schedule & Compensation

- **Hours:** 7:20 AM – 3:20 PM, Monday–Friday
- **Lunch Break:** 30 minutes daily
- **Compensation:** \$17/hour
- **First Day on Contract:** July 27th
- **Last Day on Contract:** June 4th
- Supportive leadership and collaborative school culture
- Opportunity to help shape and grow a mission-driven founding school community

Personal Qualities We Value

- Warm, welcoming, and relational personality
- Strong sense of initiative and responsibility
- Flexibility and willingness to serve where needed
- Calm and professional under pressure
- Heart for children and families
- Commitment to organization, excellence, and teamwork
- Passion for supporting a holistic, Christ-centered educational environment