

School Secretary Position at St. John's Lutheran School

This is a part time hourly position (4 hours/ 3 days a week). It is expected that you will devote all of the time required to fulfill your responsibilities and that you will give your best effort to this position. The approval of the Principal must be attained prior to any deviation from these work-time requirements. There may be periods of time when the workload will require extended hours, such as preparing for the new school year. These hours will be arranged in advance by the School Office Manager.

You will be expected to be available for any and all job related duties unless excused by the Principal, with the exception of vacation, holidays, and summer break as outlined in the Memo of Understanding.

You will perform all duties as assigned by the School Office Manager and the Principal. You will also abide by all policies as described in the St. John's Personnel Manual, which are revised occasionally in the sole and absolute discretion of the employer. It is your responsibility to acquaint yourself with the policy and procedural changes so that you remain in compliance with them.

In part, duties to be performed:

- Making bank deposits/ Assist Office Manager in processing hot lunch monies, tuition and PALS deposits.
- Assisting students with band-aids, taking temperatures, distributing ice packs and contacting parents regarding illness or injury.
- Assist Office Manager with Registration, Immunization recording and requesting of school records.
- Answer phones and issue tardy slips.
- Contact repair person for copier machines.
- Order pizza and ice cream for pizza day, creation and distribution of hot lunch tickets.
- Management of school SCRIP program

Confidentiality

You agree that you will keep all information regarding members of the Church's congregation, the school's students and/or parents, and the Church or school's employees and the Church's business strictly confidential, and that you shall not use this information directly or indirectly without the prior approval of the church and school administration. You understand that violation of this provision is cause for immediate termination, and that any disclosure of such information could irreparably harm the church and school. It is also understood that it is likely that no amount of money could compensate for the harm that would be caused by such disclosure. Thus, you agree that injunctive relief is an appropriate remedy for breach of this provision.

Miscellaneous

This agreement shall be construed in accordance with the laws of the state of California. There are no oral or written agreements between the employer and employee besides this agreement. All previous and contemporaneous agreements, promises or negotiations are superseded and canceled by this agreement. This agreement can only be modified or waived by writing, signed by both the Principal and the employee.