



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

Job Title: School Secretary

Job Type: Full-time, 12-month contract. M-Th 7:00am-3:00pm / F: 8:00am-3:30pm

Reports to: Operations Program Manager

Staff to manage: None

Department: Non Instructional

Location: On campus (Not eligible for remote work)

Here's what we're primarily looking for in a team member:

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

Benefits of working at Western:

- Medical, Dental and Vision
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- 12 days of paid time off, 5 days of sick leave per year (PTO accrued over time)

The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:

- High School Diploma (Required)
- Former experience in this field
- Valid State of Arizona "IVP" Fingerprint Clearance Card
- Excellent communication skills
- Superior knowledge of education laws and regulations
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role
- Bilingual- Spanish (Required)

General Description:

The School Secretary ensures the efficient and smooth operation of the front office and acts as the face of the school. This role involves managing a wide range of administrative tasks, coordinating office activities, providing support to staff and ensuring high levels of organizational effectiveness, communication and safety.

Duties and Responsibilities:

Reception Duties

- Greet and assist students, parents, staff, and visitors in a professional and welcoming manner.
- Answer and direct phone calls, manage emails, and respond to inquiries in a timely manner.
- Monitor visitor sign-in/sign-out process and ensure all visitors adhere to school policies.
- Provide assistance to students and parents with general inquiries, late passes, bus passes, or other school-related requests.
- Address student needs or direct them to the appropriate staff members or departments for support.

Office Administration

- Maintain a neat and organized front desk, lobby & conference rooms including managing mail and deliveries.
- Assist with filing, copying, scanning, and distributing school correspondence and documents.
- Maintain and update front office records, such as student sign-in/out logs, attendance forms, and visitor logs.
- Clearing lost & found items & communicating with families, students regarding the donation schedule
- Refilling coffee stations
- Updating promotional slides for lobby TV
- Ensure all office equipment is charged & working efficiently

Attendance and Enrollment Support

- Assist the Operations Coordinator by collecting and recording student attendance, tardy slips, early dismissals and verifying teacher attendance submission
- Support the enrollment office with the collection and organization of student records during registration periods.

Communication and Coordination

- Communicate important school information to parents, students, and staff as directed by the administration.
- Assist with school events, including scheduling, logistics, and communication support.
- Serve as a liaison between parents and administration, escalating issues to appropriate personnel when necessary.
- Updating ParentSquare calendar

Safety and Security

- Ensure that all school visitors follow proper identification and security procedures.
- Monitor the front entrance and report any suspicious activity to the administration

Other Duties as Assigned

- Support the administrative team with any other tasks or projects as needed.
- Assist in maintaining a positive and supportive school culture.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

KNOWLEDGE AND ABILITIES:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

Physical Demands:

- Hear and speak to make presentations and exchange information in person and on the telephone.
- Communicate so others will be able to understand conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to monitor students.
- Able to return to a task after interruption
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.

- Lifting, carrying, pushing or pulling moderately heavy objects.
- Move throughout campus including climbing step ladders, stairs, bleachers and hallways, indoors and outdoors

With Reasonable Accommodations:

The School Secretary is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Veterans and Teach for America alum are encouraged to apply.
Western: CFA is an equal opportunity employer.