



JOB POSITION: ACTING SCHOOL SECRETARY

SUBJECT: N/A

GRADE: K-8

TYPE:

F/T OR P/T: FULL-TIME

**BOARD
APPROVAL
DATE:** SEPTEMBER 17, 2025

ACTING SCHOOL SECRETARY

Cresthaven Academy Charter School exists to provide a comprehensive education to our scholars that develops the whole child through academic excellence, physical wellness, emotional health, and character enrichment. Our school is built on the belief that all children, regardless of race or economic status, can succeed when given equal access to a high-quality education. Each of our scholars will be empowered to overcome challenges and equipped to sustain their success in school and beyond.

Cresthaven Academy Charter School opened in August 2016 with 75 kindergarten scholars, and adds a grade each academic year until we are a K-8 school. All Cresthaven Academy scholars receive access to the best educators and resources, serving to actualize each child's potential and setting them on the path to college. Cresthaven Academy Charter School is supported by Cresthaven Academy Foundation, a 501(c)(3) non-profit organization. The Foundation exists to support the school and teaching staff in all things outside of classroom instruction, reducing the risk of burnout and raising academic standards by allowing educators to focus on their scholars. Together we incorporate comprehensive support for scholars and families into the education model, including an afterschool program, in order to inspire excellence in character, identity, and academics in each child.

Cresthaven Academy is focused on supporting excellent teaching that closes the achievement gap. We recognize that teachers are the most important in-school factor contributing to student achievement. We also value leadership and support staff because they facilitate, encourage, and help to foster the developmental growth of scholars to achieve physical, social and mental well-being by providing quality care and expertise in their respective roles.

The Acting School Secretary provides clerical, administrative, and organizational support to ensure the smooth and efficient operation of the school office during the absence of the permanent secretary. The position requires professionalism, discretion, and the ability to interact effectively with staff, students, administrators, parents, and community members.

We are looking for you if

- You believe all children deserve access to a high-quality education and that they are able to achieve high-standards when given the proper support
- You have a growth mindset and continuously seek, accept, and implement feedback regarding professional practices

- You have the stamina and grit to handle the intensity required to work an extended school day and school calendar.

COMPETENCIES AND RESPONSIBILITIES

- Serve as the main point of contact in the school reception area;
- Manage incoming phone calls (answering calls, redirecting calls, taking messages, etc.)
- Greet and document all visitors (signing in visitors, ensuring that students only leave with authorized parents/guardians, monitoring and controlling access to the school, etc.)
- Manage student daily attendance by keeping track of tardies, absences, and students who leave early using Genesis (Student Information System)
- Manage incoming and outgoing school mail
- Manage the collection and maintenance of student, parent, and school information (receiving forms and paperwork, tracking missing forms, managing databases, updating contact information, keeping records current, etc.);
- Help execute logistics and preparations for school events and activities as needed (making photocopies, setting up for special events & possibly staying after work to attend evening school events, making phone calls to confirm attendance, etc.);
- Assist with the maintenance and ordering of general and specialty classroom and office supplies.
- Assist with creating and communicating the school events calendar and school-wide announcements
- Help to manage the National School Breakfast program, National School Lunch Program, and snacks; and
- Oversee the student enrollment and document collection process of all potential and new students
- Perform other duties as assigned.

Qualifications

- You demonstrate the ability to communicate effectively in English & Spanish, both orally and in writing, using proper grammar and vocabulary.
- You have earned a high school diploma or equivalent

- You have a minimum of one year of successful experience in a related secretarial or office position
- You have excellent computer and organizational skills
- You are proficient in the use of Microsoft Office & Google Suites
- You demonstrate appropriate telephone etiquette, with proper voice inflection.
- You have excellent integrity and demonstrate good moral character and initiative.
- You exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.
- You communicate well with others and demonstrates strong interpersonal skills with students, parents, colleagues and community members;
- You display a maturity and the ability to work independently;
- You have the ability to manage multiple tasks and meet tight deadlines;

This position may require:

- Exposure to temperature variations and wet conditions.
- Walking and working on uneven and slick surfaces.
- Reaching above and below shoulder height.
- Frequent excessive standing during assigned work day.
- Frequent requirement to lift, carry, push, pull, sit, stand, walk, reach, crouch, climb, balance, kneel, and stoop.
- Cresthaven Academy offers a competitive salary and benefits, commensurate with experience and skills.
- May require travel between campuses
- Cresthaven Academy Charter School is an equal opportunity employer.

Candidates under final consideration will need to be able to pass a criminal history background check, and provide documentation of medical clearance (TB/Mantoux testing).