OSWEGO COMMUNITY CHRISTIAN SCHOOL

Board of Directors | 400 East Albany St Oswego, NY 13126
(315) 342-9322

The Oswego Community Christian School (OCCS) is seeking a qualified candidate to fill the position of **school secretary** at our school for the 2024-2025 school year who has demonstrated a commitment to the Christian faith and to the growth of the hearts and minds of students.

Responsibilities:

- Organizing student records
- Answering phones and responding to emails
- Creating spreadsheets, documents, and schedules
- Greeting families and signing students in and out of the building
- Supervising students
- Designing school yearbook
- Assisting teachers, nurse, and students as needed
- Communicating with other school districts
- Updating attendance and dismissal reports
- Inventorying school supplies
- Updating school websites, calendars, and social media posts
- Other duties as assigned by the principal

Required Qualifications:

- A high school diploma or equivalent
- NYS Fingerprint clearance
- Membership at a Bible-believing Christian Church
- Familiarity with Google and Microsoft suites
- Strong typing skills

Preferred Qualifications:

- Full-time clerical experience

Vacancy: School Secretary
Yearly Schedule: Same as teacher/student schedule plus 20 days in summer scheduled in cooperation with the principal. Additional days/hours throughout the year may be approved as needed.
Hours: 8:15AM-3:45PM
Rate of Pay: $16/hr
Start Date: 8/1/24
Benefits: Children of non-instructional staff receive a tuition discount of up to 25% per student

Interested candidates should email a letter of interest and resume to dickbeaumont@newccc.org by Friday, 5/24/24.

BOARD OF DIRECTORS

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