

CCA Substitute Secretary Expectations

The CCA substitute secretary shall be a person with spiritual and organizational abilities. They shall reflect the purposes of the school to honor Christ in all situations that arise in the office.

All appropriate clearances and signed application will be in place prior to serving at CCA.

In the absence of the regular employee, the Substitute Secretary is responsible assisting with the coordination daily workloads and activities of school office or department; secretarial duties for Supervisor; communicating with and providing customer service to students, parents, staff, and/or outside agencies or outside agencies or vendors to meet district needs; preparing and processing a variety of documents, invoices, orders, etc.; processing a variety of documents; inputting of data into computer (student, financial, budget); and monitoring any funds that may come into the office

Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or management staff's area of responsibility.

Thank you for considering being a substitute secretary at Crawford Christian Academy.