



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

**Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.**

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing [adminsec@rcsnm.org](mailto:adminsec@rcsnm.org).

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

***Bob Jppel***

Executive Director  
Rehoboth Christian School



## **Position Description**

### **High School Administrative Assistant**

**Purpose:** The High School Administrative Assistant provides secretarial support to High School Principal, Staff, and other administrators, conveys information regarding school functions and procedures, oversees the office activities in support of the services provided to students, parents, instructional and support employees.

**Reports To:** The High School Principal and works on various projects from the Academic Counselor and Athletic Director.

**Terms of Employment:** This position works full time when school is in session including days before school starts and after school is finished as determined by the supervisor. Receives hourly wage and benefits as approved by the Superintendent.

**Qualifications:** Computer skills, customer service, multi-tasking, previous secretarial experience.

#### **Expectations:**

1. This position has a lot of customer service and therefore our customers (parents, students, teachers, etc.) should be treated with respect, compassion, and given priority over other tasks.
2. Hours: 8 hours per day. 8AM to 4PM without a lunch is acceptable. The secretary is asked to consider 7:45 to 3:45 without a lunch. The secretary may take lunch, but is asked to arrange it with the Principal to ensure adequate coverage of the office. If a lunch is taken, it is unpaid, and the secretary can still work a full 8 hour day beyond the typical ending time. If the secretary chooses to not take a lunch, they may eat on the job.
3. The secretary may have their personal cell phone on them, but are asked that it not be a distraction to their work, or their interaction with those who come into the office. This includes, but is not limited to, excessive use of texting, use of social media, and personal phone calls.
4. It is a natural part of life that people will want to visit with the secretary in the office. Personal visits must be limited, not become a habit, and not take precedence over work duties.
5. The secretary has access to a computer to complete necessary work related tasks. Like personal cell phone use, personal use of the computer must be limited.

#### **Responsibilities:**

1. Answer phones and handle customer service at the front desk
2. Monitor attendance and contact parents regarding attendance issues
3. Contact and coordinate substitute teachers
4. Run weekly reports as set up by the principal (tardies, attendance, etc.)
5. Process and send out transcript requests
6. Handle all RenWeb (Student Information System) issues and solve problems that come up by consulting their help desk
7. Handle all ticket sales for HS events
8. Collect Student bus lists for all away games

9. Work with Athletic Director to publish athletic schedules
10. Work with the Counselor on entering make up grades and entering schedules
11. Prepare refreshment set ups for PT conferences and other special events on campus
12. Monitor student check-ins and check-outs
13. Get students out of class when they're checked out or when the principal needs to see them
14. Monitor the bell schedule for special days at the HS
15. Maintain students' files of absence and tardy excuses
16. Maintain the copier and copy supplies
17. Order supplies for the HS as needed
18. Run report cards and weekly progress reports and email them out.
19. Prepare and email with report cards and progress reports any and all notices regarding excess absences, placement on Academic Watch or Academic Probation
20. Issue driving and on campus parking permissions; maintain files
21. Assign lockers to students and keep a file of their locks and combinations
22. Maintain student health, physicals, and cumulative record files
23. Maintain substitute teacher folders for absent teachers
24. See to it that the Transportation Director receives Transportation Requests in a timely manner
25. Handles bus change requests and after-school-pick up changes
26. Send out summer school notices
27. Aid the high school principal in communication to parents
28. Help the Athletic department with secretarial needs as determined by athletic director and high school principal
29. Check and maintain Faculty Lounge supplies and cleanliness
30. Perform other secretarial responsibilities as needed
31. Collect and make receipts for various payments regarding events, clubs, classes, tests, etc.



## General Summary of Employee Benefits

*For full benefit details contact Executive Director, Bob Ippel at [bippel@rcsnm.org](mailto:bippel@rcsnm.org)*

**Contract Length** - Full-time teachers 190 days contract. Other position contract lengths may vary from full-time to part-time, exempt and non-exempt.

**Salary Range** - Full-time teacher with Bachelor's and Master's, \$32,897 to \$55,929 per year.

**Hourly Pay Range** - From \$11.50 to \$19.71, depending on job and qualifications.

**Insurances** - The school and employee share in the cost of health and other insurances.

**403B** – The school will match up to 5% of contributions.

**Staff Tuition Discount** – Discount of up to \$1,600 per student based on number of contracted hours per year.

### **For Teachers:**

- Sick Leave - Each full-time teacher is entitled to ten (10) days sick leave per year, based on one eight-hour day earned for each month of service.
- Personal Days - Each full-time teacher is entitled to two (2) personal days per year.
- Other days off are in the standard school calendar i.e., Fall/Thanksgiving break, Christmas break, Spring break, Summer break.

### **For Non-Teaching Staff:**

**Paid Time Off (PTO)** - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

### **Teacher Loan Forgiveness**

Teaching at Rehoboth may qualify you for the use of the loan forgiveness program established by the federal government.