

Cedar Hills School – Principal Secretary

Location: Cedar Hills School, Kingman, Arizona

Reports To: School Superintendent/Principal

Employment Type: Full-Time, 12-Month Position

Salary Range: \$18

Start Date: As soon as possible

About Cedar Hills School

Cedar Hills School is a proud K–8 rural campus committed to fostering a supportive, inclusive, and achievement-oriented environment for students, staff, and families. We believe in clear communication, strong relationships, and celebrating the everyday successes that make our school community thrive. The Superintendent/Principal Secretary plays a vital role in maintaining this culture by serving as the organizational heartbeat of the front office.

Position Summary

The Principal Secretary provides high-level administrative support to the school principal and serves as a welcoming, professional point of contact for staff, families, and community members. This role requires exceptional organization, discretion, and a warm presence to ensure the school runs smoothly and reflects the values of Cedar Hills.

Key Responsibilities

Administrative & Leadership Support

- Manage the Superintendent/Principal's calendar, schedule meetings, and coordinate logistics for school-wide initiatives
- Draft, format, and distribute professional communications including memos, letters of direction, observation schedules, and staff feedback documents
- Maintain confidential personnel and student records in compliance with district and legal standards
- Assist with documentation related to staff evaluations and corrective action plans

Front Office Operations

- Greet visitors and families with warmth and professionalism, ensuring a welcoming front office environment
- Answer phones, respond to inquiries, and route messages appropriately

- Monitor and report student attendance, process tardy slips, and coordinate substitute coverage
- Maintain inventory and order office supplies as needed
- Perform other duties as assigned

School Communication & Coordination

- Serve as a liaison between the Superintendent/Principal, staff, families, and district personnel
- Support school events, professional development days, and family engagement activities by coordinating logistics and preparing materials
- Assist with newsletters, website updates, and social media posts to promote school pride and transparency

Financial & Compliance Duties

- Prepare purchase requisitions, collect and present purchase orders to business office in accordance with district procedures
- Support compliance reporting including safety drills, enrollment data, and state-mandated documentation

Professional Expectations

- Strong written and verbal communication skills
- Ability to maintain confidentiality and exercise sound judgment
- Exceptional organizational and multitasking abilities
- Friendly, professional demeanor with a commitment to service and teamwork

Education & Experience Preferred

- High school diploma or equivalent required
- Minimum 2 years of experience performing clerical work
- Proficiency in Microsoft Office, Google Workspace, and student information systems (e.g., Synergy)

Licenses and other Requirements

- Fingerprint card

How to Apply

Interested candidates should submit a resume, cover letter, and references to Christina Ramirez at cramirez@hesd.net . Applications will be reviewed until the position is filled.