



**Cedar Hills Mustangs**

**Hackberry Elementary School District #3  
Cedar Hills School**

### **JOB POSTING: Administrative Secretary – Full-Time position**

Cedar Hills School, home of the Mighty Mustangs is seeking a full-time administrative secretary position to become part of the Hackberry Team. The Superintendent/Principal Secretary plays a vital role in maintaining this culture by serving as the organizational heartbeat of the front office. The Principal Secretary provides high-level administrative support to the school administrator 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

### **Qualifications:**

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

### **Work Authorization/Security Clearance**

Must be able to pass a criminal background check and obtain a Fingerprint Clearance Card with an IVP number through the Arizona department of Public Safety.

### **Salary:**

**\$20 Per hour**

**40 hours per week**

**4 day work week (Monday – Thursday)**

**Contact Information: Send resume to Christina Ramirez [cramirez@hesd.net](mailto:cramirez@hesd.net)**