



# Immanuel Schools

The Difference Is Life Changing

## Elementary Student Services

**Application Procedure  
for Qualified Applicants:**

**Submit the following:**  
**Classified Application**  
**Letter of Introduction and Resume**  
**Three (3) Letters of Reference (Spiritual,  
Professional, Personal)**  
**Copy of Degree / Credential**

**Contact Person:**

**Immanuel Schools HR Department**  
**1128 S. Reed Avenue**  
**Reedley, CA 93654**  
**(P) 559-638-2529 ext. 7155**  
**(E) [hr@immanuelschools.com](mailto:hr@immanuelschools.com)**

**Employment Type:**

**Full-time**  
**2026 - 2027 School Year**

**Compensation:**

**Placement on the Wage Scale as  
determined by education and experience**  
**\$17.50 - \$19.0 per hour**

**Benefits offered:**  
**Health, Dental, Vision, Life, FSA, 403b with  
Employer Matching**

**Tuition Discount for children**

**Deadline to apply:**

**Until filled**

**Assignment begins:**

**August 2026**



## ELEMENTARY STUDENT/FAMILY SERVICES JOB DESCRIPTION

**Classification:** Classified, Full-time, Non-Exempt

**Salary Range:** \$17.50 - \$19.00

**Work Year:** M - F 7:30 am - 4:00 pm

### Position Summary:

Under the supervision of the Elementary Principal, the Elementary Student/Family Services staff member provides comprehensive front office support and performs a wide range of clerical duties. This role serves as a key point of contact for students, families, and staff, offering assistance and information while supporting the daily operations of the school.

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### Education and Experience:

- High School Diploma or equivalent (some college preferred).
  - One year of general clerical experience involving student records (preferred).
  - Proficient in Google tools(drive, docs, sheets, slides), and common spreadsheet and database applications.
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### Knowledge and Abilities:

#### Knowledge of:

- Attendance accounting methods.
- General office procedures, record-keeping techniques, and office equipment (computer, copier, fax).
- Basic attendance reporting requirements.
- Telephone techniques and etiquette.
- English grammar, spelling, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

#### Ability to:

1. Enter data quickly and accurately.
2. Maintain accurate records and prepare reports.
3. Operate office equipment and perform clerical tasks with minimal supervision.
4. Communicate effectively in both oral and written forms.
5. Handle matters tactfully, courteously, and confidentially.
6. Work efficiently under pressure with frequent interruptions.

7. Understand and follow oral and written instructions.
  8. Interact appropriately with coworkers, students, parents, and the public.
  9. Plan, organize, and prioritize work to meet deadlines.
  10. Attend training and meetings as required.
  11. Be flexible and adjust as needs and schedules change
  12. Maintain a warm, friendly, and respectful demeanor towards students, parents, employees and the public.
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### **Responsibilities:**

- Opens the office at 7:30 am and prepares for incoming students/parents.
  - Assist with morning student supervision if needed.
  - Maintain accurate attendance records and prepare related reports.
  - Serve as receptionist, issuing readmit slips, and assisting with front desk operations.
  - Answer phones, interface with parents and visitors who come into the office
  - Verify student absences through communication with parents or teachers.
  - Maintain office appearance, work room appearance.
  - Manage mail, office supplies and maintain equipment (e.g., copiers, mail deliveries/packages, ordering).
  - Organize student photos and other administrative tasks as needed.
  - Assist with annual events (e.g., Back to School, Open House, Campus Day).
  - Assist Students with minor medical needs.
  - Support crossover tasks and events as requested by the administration.
  - Perform other duties as assigned.
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### **Physical Demands:**

- Sit at a desk or attend meetings for extended periods.
- Read and enter data with clarity of vision.
- Hear and understand speech in person and on the phone.
- Lift up to 35 pounds, bend, stoop, and reach overhead.
- Speak clearly for effective communication.