



Lutheran High School is seeking an Attendance Secretary for the 2022-2023 school year

LUTHERAN HIGH SCHOOL

11249 Newlin Gulch Blvd., Parker, CO 80134
LHSparker.org

POSITION DESCRIPTION: Attendance Secretary

The candidate must be “Scripturally Grounded & Defined” and display:

- ✓ Heart for Jesus Christ: *For I resolved to know nothing while I was with you except Jesus Christ and him crucified. I Corinthians 2:2*
- ✓ Personal Character: *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us. Titus 2:7-8*
- ✓ Astuteness for Task: *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? Luke 14:28*
- ✓ Passion for Excellence Worthy of Christ: *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24*

Description and Responsibilities

The Attendance Secretary will report to the Principal and work closely with the Assistant Principal and Dean of Students.

He/she will primarily focus on the following areas:

- ✓ Graciously serve the Lutheran High School community by being hospitable and warm in a front office environment
- ✓ Interact with students, guests, and staff entering the building and front office
- ✓ Create a friendly and helpful front office environment while being productive, precise, and efficient

- ✓ Call parents daily when attendance is unknown (following up on unexcused absences)
- ✓ Run attendance reports daily and identify individuals who need further follow-up from one of our administrators
- ✓ Enter accurate attendance marks for extracurricular events, parental requests, and extenuating circumstances that will affect students being present and on time
- ✓ Check to ensure that teacher attendance marks are accurate
- ✓ Provide students arriving and departing during the school day with passes to accurately reflect attendance and communicate effectively with teachers
- ✓ Other duties as assigned

Qualifications, Skills and Abilities:

The Attendance Secretary will be expected to have the following personal characteristics:

- A deep appreciation for and an ability to successfully articulate the mission, vision, and brand of Lutheran High School.
- A desire to play a meaningful role in the Lutheran High School community and to share in the community's commitment to excellence in Christian education.
- Desire and ambition to work in an organization that is evolving at an accelerated pace.
- Honesty, integrity, enthusiasm and perspective; a very strong work ethic, supported by commitment and follow through.

He/she will need to possess the ability to:

- Listen carefully, learn quickly, and work effectively in a complex organization.
- Speak credibly about Christian secondary education and the aspirations of Lutheran High School.
- Display clarity, crispness and effectiveness in written and oral presentation.
- Work collaboratively with colleagues across different offices and administrative positions.
- Bring out the best in people and yield pride, ownership and a sense of team effort.

A successful Attendance Secretary will be a person who displays the following traits:

- Looks the part, dresses well, represents the department
- Reputation as someone who "gets back to people" quickly
- Embraces inconvenience
- Organized
- Optimistic
- Embraces the ministry aspect of service
- Heart for people
- Relationship driven, naturally engaging
- Has healthy lifestyle patterns

LUTHERAN HIGH SCHOOL (Parker, Colorado)

The Colorado Lutheran High School Association, which does business as Lutheran High School, is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

We exist to serve the community and create transformational ministry opportunities.

Our core values are:

- *“Highly relational culture”*
- *“Rooted in Scripture – boldly proclaiming Jesus Christ as Lord and Savior”*
- *“Talented teachers”*

We aspire to:

- *Be focused on community service and outreach*
- *Have an excellent performing arts program*
- *Have dominant athletic programs*
- *Partner with other ministries*
- *Have successful development and fundraising practices*

A comprehensive list of the things that Lutheran High School does as an organization can be condensed into three main areas of pursuit: growing the school, maximizing giving, recruiting and developing talented workers.

Enrollment: 12-13: 290 13-14: 330 14-15: 360 15-16: 393 16-17: 475 17-18: 544

18-19: 595 19-20: 690 20-21: 735 21-22: 815 22-23 (projected): 890

Student body: 12% Lutheran, 10% unchurched

Total Annual Budget: 7.5 million for school operating, \$400,000 for athletics

Budget Revenue: 82% Tuition/Fees/Outside Scholarships, 13% Development, 2% Association churches, 3% Other

Administrative Structure: The six “direct reports” to the Executive Director constitute the “Admin Team.”

Colorado Lutheran High School Board of Directors					
Executive Director					
Principal	Dean of Academics	Director of Marketing	Director of Admissions	Donor Advisor	Athletic Director

Governance structure: The Colorado Lutheran High School Association has 12 Association congregations with one pastoral delegate and two lay delegates each whose responsibilities include electing the board executive committee, ratifying board members, and meeting twice a year. The Colorado Lutheran High School Board of Directors operates on a strict policy based governance system (Carver Method) relying solely on its relationship through policy with its Executive Director to govern.

Demographics/Area: Lutheran High School is growing largely due to the considerable housing growth within a five mile radius of its campus. It is estimated that 9,000 homes will be built in the next five years just west of the campus. Enrollment projections are actually held back by the fact that:

1. Two aggressive Christian high schools with outstanding reputations and facilities are within 20 minutes of campus.
2. Charter school options.
3. Very few Lutherans in the Metro Area.
4. Consumer mindset around education in Colorado.

Uniqueness: Lutheran High School in Parker is the only Lutheran High School in the country that has shown significant growth with a Lutheran percentage under 25%, charter school competition, and private school competition. How?

- Great growth location.
- Human resources and programs designed around recruitment – any member of the administrative team when asked “What are you working on?” would answer with “growing the school.”
- Development of brand and niche to counter and embrace the competitive options in the area.
- Enormous focus on being “highly relational” with parents and prospective parents.
- An athletics program that operates and looks like a college athletics program.