



# L A C O M B E CHRISTIAN SCHOOL

5206 - 58 Street; Lacombe, Alberta T4L 1G9  
Phone: 403-782-6531 Fax: 403-782-5760  
Email: office@lacs.ca Website: www.lacs.ca

## JOIN OUR DEDICATED TEAM

We are looking for a **Secretary**

(0.87 Full Time Equivalent)

Possibility of part-time job sharing.

Starting August 2026



### A Little Bit About Us:

Lacombe Christian School (LCS) is a thriving, independent PreK-9 school with over 470 students, located in the city of Lacombe.

As a small city in Alberta, we have the quiet, town feeling, while possessing city amenities. We are approaching our 80th anniversary as a school – a testament to God’s faithfulness. LCS has flourished thanks to God’s continued blessings and generations of dedicated parents and supporters. As a school that uses the Teaching for Transformation model, we strive to have students understand that God is active in all aspects of learning and to have students respond to this in active ways. To learn more, visit our website: [www.lacs.ca](http://www.lacs.ca).

### School Vision:

“To the glory of God, by His grace, and on the foundation of His Word, Lacombe Christian School strives to nurture and educate children to be Spirit-filled disciples of Christ and responsible, discerning citizens in society.”

### Requirements:

We are looking for someone who has deep commitment to Christian education, is organized, has excellent interpersonal skills, and has an ability to work professionally and confidently, adapting to different and new situations. This individual should be comfortable with computer programs, such as MS Office and Google Suite.

To express your interest in this position, please email the following documents to Derek Hoogerdijk, Principal at [dhoogerdijk@lacs.ca](mailto:dhoogerdijk@lacs.ca)

- Resume and cover letter
- Statement of personal faith
- A pastoral reference letter attesting to your connection to a local church
- Two professional references (on resume)

The closing date for this position will be May 29, 2026, or until a suitable candidate is found.

### Goals of LCS:



To provide our children with an education which is uniquely Christ centred and which aims at the highest possible academic standards as well as stimulating spiritual growth and scriptural wisdom.



To guide our children as God's image bearers in their social, emotional and psychological maturation within the spirit of Christ's mandate to love one's neighbour.



To nurture self esteem, motivate and guide students in their preparation for and choice of a vocation for lifetime service in the Lord.

## Duties & Privileges

Under the direction of the administration, the secretary shall perform a variety of duties, which regularly include (but are not limited to):

- Main receptionist
- Maintain an orderly office environment
- Daily Attendance, contact parents if needed
- Calendar & Directory
  - Maintain wall calendar in staff room
  - Maintain staff directory
- Grade 9 Grad:
  - Schedule and Order Supplies needed
  - Parent Memos
- Health
  - School nurse, AB Health contact
  - AED maintenance
  - Medical Management forms
  - First Aid kit maintenance
- Printing, Packages, Lists, Labels
  - Open House/First Day packages & invites
  - Colour Printing Requests from Teachers
  - Handbooks and Registration Packages
  - Many other routine printing jobs.
- Parent Teacher Interviews
  - Order supper
  - Set up Lost & Found
  - Print Jr High name signs
- Supply Maintenance
  - Top up supplies for staff room
  - Clean/organize workroom & office cabinets



A monthly breakdown of the duties shall be developed and maintained by the administration and secretary.

Compensation will follow the LCS grid for Secretary and be dependent upon experience.

“So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.”

~Colossians 2:6-7