

**ST. PAUL'S CATHOLIC SCHOOL
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

The Administrative Assistant will be responsible for performing administrative activities that support the Principal with the primary objective of helping the school, students, parents and organizations be effective. Oversees and manages the front office and performs all general administrative functions.

Essential Job Qualities:

- Ability to handle highly sensitive and **confidential** information. **Confidentiality** a must.
- Strong organizational, prioritization skills; attention to detail
- Strong communication skills; written and verbal
- Excellent interpersonal skills; positive and flexible
- Strong computer skills and ability to learn all programs
- Ability to work in a team environment and maintain a pleasant disposition
- Ability to handle simultaneous projects; work independently and efficiently

Roles and Duties:

- **Principal** – Process correspondence as directed by the Principal (i.e. phone, email, letters, SchoolMessenger, etc.)
- **Registration** - Coordinate annual registration procedures and materials and perform appropriate record keeping
- **Office Files** – Organize, maintain and update office files as necessary
- **Student Files** – Organize, maintain and update files as necessary including academic, health, cumulative progress and testing records
- **Student Lists** – Prepare and update class list and family directory, as well as student birthday list for teachers, emergency card file, compile student allergy list each new school year
- **Student Injuries** – Tend to injured students and file a report for serious injuries to diocese
- **Staff** – Prepare staff address list, chart staff attendance, process staff correspondence (i.e. phone, email, letters, SchoolMessenger, brochures, PowerPoint, etc.)
- **Substitutes** – Prepare substitute teacher list. Responsible to obtain substitutes as requested
- **Safe Environment** – Responsible to make sure that all staff, parents and volunteers have met the safe environment requirements. Maintain and update safe environment files and spreadsheet

- **Immunization Files** – Record and keep records up to date, file immunization report to Health Department
- **Hearing and Vision Screenings** – Set up testing and rechecks; process results
- **Monthly Calendars** – Prepare Activity, Gym Duty, Playground Duty (recruit supervisors), Athletic and Lunch Calendars
- **Sort Mail**
- **Answer** telephone/**Direct** calls/**Monitor** Electronic Doors/**Implement** safety protocol
- **Oversee** Office Equipment/ Copy Machines/**Order** supplies
- **Communication Parent Envelopes** – Prepare family envelopes with any correspondence for parents and students
- **Hot Lunch Program** – Distribute and verify free and reduced lunch applications, file direct certification report with DPI, file Verification report with DPI. Submit electronic commodity report to DPI monthly. Prepare school lunch ledgers and hot lunch cost sheet and also report student absences to cafeteria staff.
- **Fluoride** – Distribute and maintain record of fluoride distribution
- **Field Trips** – Book busses for field trips, collect permission forms, count money for accurate payments
- **Parent/Teacher Conferences** – Prepare schedules for teachers and parents regarding conference times
- **Student of the Week** – Responsible for writing and submitting the article to the local paper and also to the IT Manager to update St. Paul's website
- **Student Newspaper** – Proofread for errors
- **Scrip** – Responsible for distributing filled scrip orders to students to take home and for recording daily scrip orders that have been filled. Also fill scrip orders for walk-ins
- **Booster Club** – Collect athletic registrations and oversee all forms including physical and alternate year cards are current and up to date; process and distribute letters
- **Computers** – Communicate with IT Manager regarding computer server, website, and staff/computer labs' issues
- **Assist Marketing Committee** – Oversee photos and articles to various media including: newspapers, brochures, newsletters, etc.; assist with preparation of alumni newsletter; oversee Alumni Newsletter donation roster
- **Assist Fundraising Committee** – Process and distribute letters
- **Perform** all other duties as necessary to the position and as specified by the Principal

Employee's Signature

Date

Administrator's Signature

Date