

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Saint Joseph School

POSITION: School Secretary

CATEGORY: Non-Exempt

POSITION STATUS: Full Time

SUPERVISOR: Principal

JOB SUMMARY: The school secretary ensures the efficient operation of the school office and performance of all secretarial, clerical, and receptionist duties related to the principal's office. The secretary respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the school. The secretary is accountable to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Saint Joseph School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The school secretary sets the tone for contacts between the school and the public with a warm, positive, respectful, patient, and professional manner. The secretary establishes a faith-filled environment, demonstrates leadership without specific direction using considerable judgement.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, schedules and participates in school liturgies
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for Saint Joseph School

Essential Responsibilities:

- Answer phones and greet visitors of the school
- Handle incoming and outgoing mail
- Store and disperse medications to students
- Maintain attendance records, including daily attendance from teachers, absence and tardy notes, communicating with parents about their child's daily absences.
- Establish and maintain a comprehensive filing system for student records
- Monitor student records to ensure compliance with immunizations, health notices, and other required inclusions.
- Facilitate enrollment of new students

Answer inquiries regarding the application and enrollment of students
Update enrollment and application materials
Maintain a file of incoming applications and send completed applications to school administration for review

Keep the school calendar current and accurate

Assist in updating the Parent-Student Handbook and the Staff Handbook annually

Provide secretarial support for the President and school administration

Orient, train, and supervise office personnel, volunteers, and student office assistants

Attend staff meetings, and other meetings as directed by school administration

Oversee the school's SIS (student information system)

Provide parents, students and staff with regular communication through

The communication portals of the SIS

Regularly post school information and special events

Troubleshoot SIS problems - work with the school's SIS vendor to resolve issues.

Oversee attendance

Provide a tour of the school to prospective families if needed.

Answer inquiries regarding application and enrollment of new students

Answer questions parents may have about: tuition, fees, parent participation

Requirements, curriculum, student' expectations, discipline issues, etc.

Refer questions and issues to school administration, as appropriate.

Assist school administration with calendaring of events, specials schedules, and

Parent and student issues.

Provide maintenance and technical support for various office machines, including copiers, postage machines, printers, etc.

Maintain the school bell system

Update all school forms as needed

Design and print the annual Graduation Program

Assist with annual updates of the Parent-Student Handbook and Staff Handbooks

MINIMUM QUALIFICATIONS:

Education: High School diploma

Experience: Previous experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Saint Joseph School mission
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE