JOB DESCRIPTION

DEPARTMENT: Sacred Heart Parish School   POSITION: Administrative Assistant

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 formaion 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 Sacred Heart Parish School, and adhere to directives set by school administration.

ESSENTIAL FUNCTIONS:
1. DAILY
   o Represent the school to telephone callers, and visitors.
   o Provide general school information to callers and visitors and direct them to the appropriate person or location.
   o Allow access to visitors at the front door and monitor gate entrance.
   o Oversee the student check-in and check-out process
   o Monitor and assess student illness and call home as needed.
   o In collaboration with facility manager, monitor site security cameras throughout the day
   o Work with teachers to maintain daily student attendance
2. ONGOING
   o Order office supplies and place service calls
   o Work with the Principal to maintain school calendars
   o Manage and schedule facility use within school community and with outside groups
   o Take lead in the student registration process, including: scheduling testing for new students, requesting transcripts/records
   o Collaborate with facilities manager to ensure various service crews are scheduled and managed as needed
   o Prepare and distribute gate codes, walking passes and other access needs to parents, students, staff
3. ANNUALLY
   o Prepare start of the school year registration packets and information including handbook, orientation packets, school calendar
   o Set up and maintain Cumulative and Health folders
   o Support teachers by ordering class books, organizing book orders, ordering classroom supplies, creating emergency card copies for teacher's emergency folders, and preparing conference week forms/letters
   o Distribute new teacher/staff keys, fobs, parking card, windshield stickers and other items needed for the work day
   o Distribute End-of-Year forms to teachers
   o organize and schedule hearing screenings
   o Work with teachers and principal to prepare for Sacraments and Graduation
   o Ensure the following report are completed: Immunization Report, NCEA Report, SNOR report

- o Collaborate with school parents on fundraising needs, including scheduling, raffle ticket sales tracking, etc.

4. General Office Needs
   - o Oversee the timely opening and secure closing of the office.
   - o Follow up with emails sent to the school office in a timely manner.
   - o Sort and distribute incoming mail.
   - o Be aware of when supplies need to be purchased.
   - o Keep the office in good order.
   - o Type and copy material as requested.

5. Miscellaneous
   - o Keep the Principal informed on all matters needing his/her attention.
   - o Perform other tasks as will be assigned by the Principal.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical service including working with the public.

Skills / Knowledge: Proficient in the use of technology; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

_____ _____ _____ _____
EMPLOYEE SIGNATURE   DATE   SUPERVISOR SIGNATURE   DATE