

## JOB DESCRIPTION

TITLE: School Secretary/Administrative Assistant

PURPOSE STATEMENT: Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities, assist the administration in routine tasks and perform public relations of the school.

### DUTIES AND RESPONSIBILITIES:

- Ability to work under limited supervision using standardized practices and/or methods: leading, guiding, and/or coordinating others; and maintaining a positive school image at all times.
- Organize, coordinate and schedule a variety of office activities to assist the Administration with tasks, prepare and accurately maintain a variety of reports, records, and files relating to students, operations, and activities.
- Compose routine correspondence independently; prepare, type, and distribute communications as requested and open and distribute mail accordingly.
- Provide information concerning school policies, procedures, actions, activities, and schedules as appropriate; and maintain the school calendar.
- Maintain records and clearances for faculty, staff, and volunteers as required by the Diocese of Erie Office of Child Protection
- Evaluates situations to take appropriate action and/or directing to appropriate personnel for resolutions.
- Greets all incoming visitors for the purpose of ensuring that guests sign in/out as required.
- Maintains inventory of supplies and materials for the purpose of ensuring items' availability.
- Prepares written materials as needed (mail, supplies, registration, field trips forms, student database, Parent Handbook, reports, etc.).
- Register, release or transfer student records; complete enrollment information.
- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with Diocesan requirements.
- Supports Principal and other administrative personnel for the purpose of assisting with their administrative functions.
- Attend meetings (i.e. PTO, Diocesan, Educational Advisory Committee) as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Maintains office equipment, tools and work areas for the purpose of ensuring a safe working environment.
- Perform other duties as assigned.

**KNOWLEDGE OF:**

- Modern office practices, procedures, and equipment
- Microsoft products and Google Documents
- Record keeping techniques
- Correct English usage, grammar, spelling, and punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

**ABILITY TO:**

- Work confidentially with discretion
- Perform a wide variety of clerical and secretarial duties to coordinate school office activities
- Perform public relations and communication services for the Administration
- Compose correspondence independently
- Complete work with many interruptions
- Maintain good public relations with students, parents, staff, and the public
- Meet schedules and timelines
- Learn new computer programs as needed (i.e. parent call system, gradebook, database)

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting, or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

**REQUIRED DOCUMENTS:**

Resume

Diocesan Health Form

Diocesan Character Reference Form

Clearances as required by the Diocesan Office of Child Protection

If interested, please contact NancyKremm, Principal at [Nancy.kremm@saintmichael1.org](mailto:Nancy.kremm@saintmichael1.org)