Title: Administrative Assistant

Report To: Principal

Position Summary

The Administrative Assistant provides administrative, clerical, and front office support to the principal, faculty, students, and families. This position serves as the primary point of contact for visitors and callers, coordinates daily office operations, maintains student records, and supports the efficient functioning of the school in a professional and confidential manner.

Key Responsibilities

- Serve as the primary receptionist, greeting visitors, answering phones, directing inquiries, and aiding students, families, faculty, and staff.
- Provide administrative support to the principal and faculty as assigned.
- Maintain student records, files, databases, emergency information, and other required documentation.
- Prepare, distribute, and update school forms, calendars, communications, and related materials.
- Coordinate office preparations for the start of the school year, including orientation materials, student and faculty information, parking permits, locker assignments, and handbook updates.
- Monitor attendance records and communicate with parents or guardians regarding student absences as needed.
- Assist in maintaining student health and immunization records in accordance with school policies and state requirements.
- Provide basic student health support, including monitoring ill or injured students, maintaining clinic records, administering medication as authorized, and communicating with parents or guardians as needed.
- Assist with the administration of free and reduced lunch programs and related documentation.
- Coordinate facility reservations, transportation requests, and logistical support for school events and activities.
- Maintain a welcoming, organized, and professional office environment.
- Serve as a liaison between administration, faculty, students, parents, and the community.
- Perform other duties as assigned by the principal.

Qualifications

- High school diploma or GED required.
- Minimum of two years of administrative, clerical, or secretarial experience preferred.
- Equivalent combinations of education, training, and experience that provide the required knowledge, skills, and abilities will be considered.
- Strong customer service, interpersonal, and problem-solving skills.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office applications, databases, email systems, and standard office equipment.
- Demonstrated attention to detail and commitment to accuracy.
- Ability to maintain confidentiality and exercise discretion.
- Ability to work collaboratively with students, parents, faculty, administrators, and external stakeholders.
- Knowledge of and adherence to school, diocesan, state, and federal policies and regulations.
- Demonstrated reliability, punctuality, and professionalism.

Terms of Employment

- Full-time, twelve months.
- Regular work schedule: Monday - Friday 7:30 a.m. to 3:30 p.m.
- Successful completion of required criminal background checks, including BCI and FBI fingerprinting.
- Attendance at required Virtus training.
- Valid driver's license.

Compensation & Benefits
$15.00 to $20.00 an hour
Health Insurance
Dental Insurance
Vision Insurance
Life Insurance
401k Match
Long Term Disability
Vacation and Sick Time