



CATHOLIC HIGH SCHOOL

## Job Profile

Job Title:	Administrative Assistant to the Assistant Principals
Department:	Administration
Reports to:	Assistant Principals
Date:	11/25/2019

### Job Status:

Full-time <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
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### General Summary

*What is the primary purpose of this position?*

In this role at St. Francis, the Administrative Assistant to the Assistant Principals provides support and partnership to the two Assistant Principals of the school. This role works closely with the Assistant to the Principal and serves as a liaison between the Assistant Principals and school faculty/staff and the Assistant Principals and parents/students. This person must possess a high degree of integrity as the role is exposed to sensitive and confidential information. This person must exercise good judgment and be able to make sound decisions without supervision.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

**All areas of responsibility must be operated consistent with the Catholic mission of the school.**

- Receptionist for the Assistant Principals – Answers calls, retrieves voicemail, responds as needed.
- Calendar – Maintains Assistant Principals’ calendars and arranges meetings and appointments.
- Correspondence – Gathers, organizes, and distributes written announcements for student body, faculty/staff, and parent communication as needed. Copies and distributes documents/forms signed by the Assistant Principals. Prepares drafts, memos, and reports and other materials as needed. Takes minutes during meetings and notes during employment interviews.
- Events – Coordinates meetings and special events, including location, setup, calendar coordination, and snacks/refreshments. Assists the Assistant Principals with award event coordination and graduation set up. Works with food service liaison as necessary to coordinate hospitality.
- Academic Relations – Works with vendors and customer service representatives to order student support materials (i.e. school photos, planners, graduation materials). Builds rapport with customer service representatives for best pricing and gratis materials. Assists the Assistant Principals with completion of the school master calendar and final exam schedule. Updates calendar and school website as necessary.
- Other Administrative Support – Provides faculty/staff support as needed, including clerical support and special projects. Assists with administrative duties in the front office. Provides front office coverage when needed.



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### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

#### Education:

High School graduate or equivalent. Bachelor's Degree preferred.

#### Job experience:

3-5 years directly supporting management. Experience in an academic setting preferred.

#### Technical/Functional skills:

- Exceptional written and verbal communication skills – attention to grammar, punctuation, and spelling; clear and concise sentences when speaking to all different levels of co-workers and external constituents.
- Expert with technology and office equipment – computers, software, electronic communication, database systems, word processing, spreadsheets, fax machines, copiers, and phones.
- Superior organization skills – ability to focus on details, adapt to change, work quickly and accurately with frequent interruption, and manage multiple projects to meet deadlines.
- Ability to establish and maintain collaborative relationships with faculty/staff members, external colleagues, parents, students, and volunteers.
- Ability to independently make sound decisions, anticipate or recognize problems, escalate appropriately, and work to resolution without supervision.
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.

#### Other Requirements:

- Attendance at evening and weekend events may be necessary.
- Other duties may be required as needed.