



# CHRISTIAN BROTHERS HIGH SCHOOL

Position: Administrative Assistant to the Principal

Reports to: Principal

Employment Status: Fulltime

FLSA Status: Non-exempt

## Position Description

Under the supervision of the Principal, provides support to the principal in a wide range of office and school operations; coordinates and organizes office activities and coordinates flow of communications and information for the Principal; provides support by planning, organizing and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

## Essential Job Duties and Responsibilities

1. Schedules biweekly meetings, prepares agendas and materials, and records and distributes meeting minutes as directed by the Principal.
2. Maintains the Principal's calendar: schedules regular meetings with direct reports, President, and management-related meetings; calendars on- and off-campus events and meetings, bi-annual walkthroughs of all classes, end-of-year meetings with all faculty, administrators, program directors and support staff; screens and schedules other meetings upon request (faculty, staff, students, etc.)
3. Collects annual *Intent to Return* and Lasallian Educator of the Year nomination forms.
4. Assists in developing and finalizing major school publications including Course Catalog, Parent/Student Handbook, and the Graduation program.
5. Compiles, copies, coordinates, proofs and edits layout for monthly Falcon Family News and photos.
6. Assists in organizing and coordinating major school-wide events, including Professional Development days, Community meetings, New Lasallian Orientation, and Mass & Breakfasts. Prepares materials and facilitates refreshments and meals.
7. Coordinates with the Executive Assistant to the President to plan and coordinate the annual Welcome Back BBQ for faculty and staff. Provides staff support for Back-to-

School Night.

8. Acts as the liaison to the Sacramento City Unified School district for federal funding to private schools. Attends district meetings, prepares eligibility list for Title I funds, prepares Title II professional development plan, and coordinates with Sac City USD staff to request Title II funds for specific professional development activities. Submits all required forms to the district for approval along with necessary registration and travel information.
9. Makes travel and lodging arrangements for professional development and Lasallian formation activities for faculty members.
10. Prepares annual demographic reports with school, student and employee data for the Diocese, District, NCEA and the Private School Affidavit.
11. Assists other administrative assistants and support staff members as needed.
12. Ensures and maintains the confidentiality of various sensitive and confidential issues involving faculty, staff, students and families.
13. Performs other duties as assigned by the Principal.

### Job Qualifications and Competencies

1. Prior experience with school operations, policies and priorities.
2. Possess interpersonal skills marked by a commitment to the virtues of equity, inclusion and respect.
3. Intermediate to advanced skills with technology and Microsoft Office Suite. Experience with Excel and PowerSchool preferred.
4. Experience with modern office practices, procedures, and equipment.
5. Excellent oral and written communication skills; correct English usage, grammar, punctuation, spelling and vocabulary.
6. Intermediate to advanced skills with videoconferencing software, i.e. Microsoft TEAMS and Zoom, preferred.
7. Experience with cloud-based document sharing systems, i.e., Google Drive, OneDrive or SharePoint preferred
8. Advanced customer service skills, marked by the ability to establish and maintain cooperative and effective relationships with students, parents, faculty and staff.
9. Demonstrated discretion and confidential information.
10. Ability to work independently with minimal direction and despite interruptions.

### Education and Experience:

Any combination equivalent to graduation from high school or equivalent and three or more years of clerical experience in increasingly responsible administrative roles.

A detailed job description is available [here](#).

Interested parties meeting the qualifications and competencies above are encouraged to submit a cover letter and resume to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). The position is open until filled.