



**MOST HOLY TRINITY SCHOOL
ADMINISTRATIVE ASSISTANT
Job Description**

ACCOUNTABILITY:	Reports to Principal
SUPERVISORY RESPONSIBILITY:	None
FLSA STATUS:	Non-Exempt (eligible for overtime)
HOURS:	Part time / Job Share
GENERAL SUMMARY:	This position assists with the ministry of the parish by supporting the various administrative functions of the school. The incumbent directs these efforts with technical expertise within a framework of shared ministry and Catholic values.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains respect at all times for confidential information
2. Performs duties of receptionist while maintaining a pleasant attitude; receives telephone calls and handles as appropriate
3. Receives a variety of inquiries and requests via phone, email, and in person and handles promptly, correctly, and tactfully
4. Regular contacts with the public/community and others requiring tact and diplomacy
5. Effectively operates, maintains, and provides preventative maintenance for office machines, including copy machines, computers, telephone system, etc.
6. Develops a working knowledge of the school computer system and all programs, including the scrip program
7. Manages the school office including making copies, typing, filing, record keeping, appointment scheduling, and other tasks as needed by administration and staff
8. Obtains daily lunch count from teachers, totals, and emails the information to the public school
9. Oversees students signing in/out, maintains daily absence list; assists ill students and makes contact for their transportation home as needed
10. Creates schedules, correspondence, daily announcements, award certificates, and reports as directed by the principal
11. Maintains tuition records; including sending out school registration information, tuition notices, and recording payments/deposits
12. Uses record maintenance software to record student attendance and produce progress reports and report cards

Connecting Faith to Life

13. Coordinates homework assignment requests by parents for students who are not present
14. Maintains and updates substitute teacher list, distributes list to staff, assists substitute teachers when they arrive in the morning
15. Creates and updates address lists and emergency numbers of students for staff
16. Helps to coordinate and records all emergency drills
17. Coordinates registration of potential students
18. Handles correspondence with the parish office including mail, bills, scheduling the Activity Center and the Church, etc.
19. Obtains, sorts, and distributes incoming U.S. Mail and inter-school mail
20. Organizes distribution of materials to be sent home with students
21. Obtains and dispenses student transcripts, annual record forms, health records, and teacher permanent records, as directed
22. Orders, checks in, and distributes supplies and equipment from vendors
23. Helps manage scrip orders and keeps track of tuition reimbursement from scrip
24. Manages lost and found articles
25. Communicates with job-share partner regularly and coordinates duties/responsibilities as needed to ensure effective and efficient office support
26. Seeks to improve personal and organizational performance by measuring and monitoring outcomes
27. Demonstrates flexibility and adaptability
28. Is open to change and willing to be involved in the change process
29. Demonstrates the ability to organize tasks to completion
30. Identifies, analyzes, and solves problems
31. Willing to learn and grow with the school and parish

KNOWLEDGE, SKILLS, AND ABILITIES

- Education: High school graduate or equivalent.
- Experience: Experience as an office assistant preferred. Fluent skills in typing, filing, Microsoft Office, interpersonal communication, and writing.
- Require: Must be a practicing Catholic, active in a parish. Must be able to maintain confidentiality.
- Physical Demands: While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, on designated work days Monday through Friday, with minimal travel.

OTHER QUALIFICATIONS AND CONSIDERATIONS

1. Preferably a member of Most Holy Trinity Parish.
2. Good health, moral character, punctual and good attendance record.
3. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
4. Adequate computer and technology skills

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.