

# John Ireland Catholic School

is a Catholic Community welcoming students of all Faiths, devoted to Gospel Values, Academic Excellence, and Christian Service

## Position Description

**Position Title:** School Secretary

**Date:** \_\_\_\_\_

**Reports To:** Elementary Principal

**FLSA Status:** Non Exempt

**Direct Reports:** To Principal

**Receives Work Direction From:** Principal

**Provides Work Direction To:** Volunteers

**Resource Person For:** Volunteers

### **Schedule:**

Approximately 40 hours per week during the school year

Following the school calendar during the school year

August 3, 2015 to June 10, 2016

Follow work schedule set by John Ireland School principal.

### **General Description of Position**

The administrative assistant performs a variety of clerical, secretarial, and other minor administrative functions required for the operation of the school; performs other related duties as required.

**Communication/Customer Service:** Acts as liaison between the school site and the general public. The school Administrative Assistant must be presentable, friendly, and knowledgeable of all aspects of the school. Conveys information concerning rules, regulations, and policies to interested persons; addresses standard inquiries by letter, phone, e-mail, fax or personal contact; maintains internal communication system insuring instructional and support personnel are kept informed of needed information; interacts with and assists students; assists students and parents by explaining and enforcing school site requirements; communicates as necessary with principal; maintains accurate records and maintains confidentiality.

**Record Keeping/Database Management** Responsible for implementing and maintaining all office and school record keeping systems including tuition and attendance; maintains a comprehensive student database; develops and tracks records and reports related to average daily attendance; uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information; completes forms which include purchase orders, online supply orders, class rosters and other related forms; creates and maintains student files; keeps related records as needed.

**Principal Support** Prepares, creates, and composes newsletters (with the help of the principal), reports, and other documents for the school; answers routine correspondence for the principal; prepares documents; operates computer and standard office equipment; takes direction from principal other tasks as needed

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**Business Manager Support** Provides timely deposits, follows proper cash handling procedures and provides financial data to the business manager as needed.

**Site Program Coordination** Ensures that appropriate calendars of activities are maintained for the school including monthly distribution of calendars to parents and web updates; coordinates and schedules transportation for students and staff for field trips; assists in the development of office procedures; insures appropriate security and safety methods are employed within the office; orders supplies and equipment for school with principal's approval insuring adequate levels and costs are maintained.

**Nurse's Office Support:** Receives training and administers minor first aid to students; acts as school nurse when the county nurse is not available; communicates with county nurse regarding students' needs, injuries, and illnesses within the school; distributes meds as directed by students doctor's orders.

**\*Attend Events**

Attend JI Open House, Marathon, Christmas program, CSW Mass & Breakfast, Luck of the Irish, Spring program and any other events deemed necessary by principal.

**\*Organizational Goals**

Must demonstrate a willingness to embrace parish and school business, strategic and ministerial objectives, and show full cooperation with their implementation.

**\*Other Responsibilities**

Includes other responsibilities identified as needed by the employer and approved and/or assigned by the supervisor or principal.

**\*Church Employment Responsibilities**

Employment in, and by, the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the Church. Their public behavior and teachings must not violate the faith, morals or laws of the Church such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active, practicing Christian who, as an employee, will support the mission, teachings, and laws of the Catholic Church.

**\*Representative Responsibilities**

Help create a productive and harmonious work environment. Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, and satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all responsibilities are taken care of in a professional and timely manner.

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### **JOB QUALIFICATIONS**

- Fulfill all Safe Environment Requirements of the Diocese of New Ulm and The Church of St. Peter
- Pass background check
- Appropriate educational experiences
- Must demonstrate evidence of strong office management techniques and detail oriented
- Must have, or be willing to develop, proficiency in technology skills as the position demands, including but not limited to, the Internet, Microsoft Word, Excel, PowerPoint
- Possess good people, communication and relational skills

### **MENTAL DEMANDS**

- Be knowledgeable and supportive of the Catholic School Mission and Philosophy
- Be active, knowledgeable and supportive of the Catholic Faith and witness this to the community
- Work effectively and positively with others
- Work well with others maintaining a positive and helpful attitude even in chaotic times
- Ability to make decisions
- Ability to work without supervision
- Ability to learn and implement new office strategies
- Ability to effectively manage and maintain a school office
- Ability to take directions from the principal and effectively complete new programs, processes, and procedures as directed
- Keep principal and others appropriately informed
- Follow instructions and be able to complete tasks within appropriate timelines
- Must have the ability to plan, organize and meet deadlines
- Possess ability to recognize and maintain confidentiality
- Must keep information confidential and have integrity and honesty
- Communicate effectively with parents, staff, administrator, pastor, and community
- Ability to problem solve and deal with conflict and adversity
- Ability to prioritize job duties

### **PHYSICAL DEMANDS**

- Ability to work up to 40 hours a week
- Fulfill total commitments of the office needs and activities of the school year
- Able to speak, see, hear, and respond to students, staff, and parents at all times
- Able to move around for long periods of time
- Able to stand for long periods of time
- Able to lift and carry up to 15 pounds, using proper lifting and carrying techniques

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