



**Mission Basilica School**  
31641 El Camino Real  
San Juan Capistrano, CA 92675

## **Registrar/Receptionist/Health Room Coordinator**

Position reports directly to the Principal.

*It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.*

### **Responsibilities**

Responsibilities will include, but are not limited to, the following:

- Assists in planning and coordinating initiatives that encourage new student enrollment and existing student re-enrollment and manages the administrative aspects of enrollment/re-enrollment.
- Answer and screen all incoming phone calls.
- Greet and assist visitors.
- Daily attendance from teachers and retrieve voice mail attendance as needed.
- Contact families to verify absences.
- Provide tardy slips to late students.
- Monitor items left at the front desk, in the front office, or on the outside table (books, homework, lunches, uniforms).
- Sort incoming mail and deliveries.
- Prepare outgoing mail.
- Order teacher supplies, books, and other curriculum materials
- Empty staff office envelopes making sure all items are distributed to the correct person or event.
- Provide forms to parents (donation, medical authorizations, lunch orders, etc.) when necessary.
- Close down office at the end of the day making sure sink is clean, coffee pot is turned off, back counter and front office are free of items left behind.
- Call classrooms for early pick up of children.
- Arrange for custodial assistance through the Facilities Department.
- Schedule room reservations.
- Sign keys in and out for volunteers, substitute teachers, etc.
- Forward Lost-and-Found items to classrooms.

- Maintain a clean and neat office at all times.
- Maintain flyer rack in school office.
- Keep staff envelopes in the school office and mailboxes in the faculty workroom current and up-to-date with staffing changes.
- Make all school announcements as needed.
- Collect payments for hot lunch fundraisers and other fundraisers and file in correct folder.
- Assist parents, students, and staff with miscellaneous needs.
- Notify delivery services of school closures.
- Notify the Facilities Department of school closures.
- Fill Scrip orders as needed.
- Assist with St. Joseph's Day as needed (ordering costumes, parade script, scheduling wagons, etc.)
- Review and sign off the records section of the Admissions forms for new students that states the student has received the required physical exam/immunizations. Without this approval as having fulfilled the State and Diocesan requirements, a student may not enter Mission Basilica School.
- Submit state required Kindergarten Immunization Assessment.
- Maintain students permanent record cards and handle request for transcripts
- Handle student transfer requests and paperwork as well as assist with the collection of required paperwork from students who have enrolled at Mission Basilica School
- Schedule Vision/Hearing screenings for the fall of each school year.
- Review Emergency Information forms and compile in Emergency Binders.
- Store and monitor Student Health Files. Notify parents of required updates for immunizations.
- Dispense medication to students with a signed medical release form.
- Document all actions taken in the Health Room.
- Remind students to come to the Health Room for medications if they do not come at their specified time (by phone call to classroom).
- Oversee incident reporting and follow up for student injuries.
- Order Health Room supplies.
- Maintain the earthquake emergency information lists as outlined in the school's Disaster plan
- Adhere to the policy and procedures of the Diocesan Employee Handbook and the Mission Basilica School Faculty Handbook.

### **General Standards**

- A. Demonstrates behaviors consistent with the Catholic Church values.
- B. Works effectively with all members of the staff team; maintains a cooperative working relationship interdepartmentally; maintains courteous communication with parents and visitors.
- C. Demonstrates positive rapport and cooperative working relationships with all staff and school affiliates.

- D. Reports to work as scheduled and consistently demonstrate dependability and punctuality. Provides proper notification and advance notice for being absent or tardy.
- E. Follows verbal or written instructions accurately and promptly.
- G. Complies with all Diocese of Orange policy and procedures as set forth by the Human Resource Employee handbook for Lay personnel.
- I. Consistently performs assigned work in a professional, timely and efficient manner.
- J. Prioritizes the workload and responds positively to changes in the work schedule as necessary.
- K. Works independently with minimal supervision. Seeks guidance and direction from the supervisor as necessary.
- L. Maintains a neat work area and respects the property/work area of others.
- M. Demonstrates knowledge of and uses proper channels of communications.
- N. Demonstrates practices to keep all records of information protected and confidential.
- O. Observes the dress code and consistently maintains a professional appearance.
- P. Demonstrates proficient use of all school equipment. Identifies and promptly reports any equipment malfunction to Principal and/or maintenance supervisor.
- Q. Accepts constructive criticism and handles concerns/complaints in a positive and professional manner.
- R. Performs other duties as assigned by the Principal.
- S. Complies with the Diocese of Orange Safety Programs.

### **Position Status**

This position is a non-exempt, full time, 35 hour per week, 12-month position. Vacation days, if longer than two days, must be taken when school is not in session.