



Job Description

Administrative Assistant – School Office

SUMMARY:

Will provide administrative support for the school's busy front office and other functions/departments as needed.

SPECIFIC RESPONSIBILITIES:

- Manage the school's attendance system and follow up each day on unapproved absences.
- Provide administrative support to the Upper School Principals (5th through 8th Grade) and for all programs and activities taking place within the Upper School.
- Manage the Principals' calendars/schedules.
- Manage the school's Fingerprinting and Safe Environment Training process for school volunteers.
- Assist with managing student documentation and student record requirements.
- Assist in facilitating field trips, guest speakers, holiday programs, hospitality/event planning, and other school programs.
- Maintain class lists and schedules.
- Assist in facilitating new school year check-in and year-end check-out procedures with teachers.
- Answer questions and provide guidance for parents, students, volunteers and visitors.
- Will back up the Receptionist and Health Room staff during meal periods, breaks and vacation/sick days.

QUALIFICATIONS:

- Requires 2+ years of administrative support experience, preferably in an educational setting.
- Excellent organizational skills.
- Excellent interpersonal, verbal communication and written communication skills.
- Ability to work collaboratively with others.
- Proficiency with Word, Excel, PowerPoint, Google Docs and email required.

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.

CLASSIFICATION:

This is a full-time, 11-month position. There will be no hours worked in the month of July of each year.