



Assistant to the Principal, Preschool–Grade 4
St. Junipero Serra Catholic School

SUMMARY:

Position reports directly to the Principal, Preschool-Grade 4

Position Description: The Assistant to the Principal, Preschool-Grade 4, provides administrative support to the Principal, Preschool-Grade 4, and the Preschool-Grade 4 instructional team. Assistant works collaboratively with other members of the school's administrative support team to ensure events, programs, and communications are unified school-wide.

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:

- Perform a wide range of office manager duties
- Prepare and edit written correspondence as needed to support the events, programs, and instructional efforts of the Principal, Preschool-Grade 4, and the Preschool-Grade 4 instructional team
- Maintain a safe and welcoming environment for students and parents, assisting them and answering questions, as needed
- Attend to the various needs of the Preschool-Grade 4 students as needed
- Assist Principal with clerical support as needed, including typing, copying, collating, filing and distribution
- From FACTS, create and maintain class lists and parent email lists with dual households indicated and keep in a Binder for Preschool – Grade 4
- Create and maintain a Binder with schedules for all levels and classes in the entire school
- Coordinate meetings and events, including preparing hospitality as needed, for the Principal, Preschool-Grade 4 and the instructional team
- Review outgoing correspondence prepared by other staff members for the Principal's signature for consistency with administrative policy as well as for format, grammatical construction, and clerical errors
- Assist in maintaining the school website for Preschool-Grade 4

- Coordinate volunteer clearance paperwork and maintain communication with parents who wish to volunteer in the preschool
- Receive, screen, and prioritize visitors and telephone calls for the Principal, and where appropriate refer callers to other staff members or may personally provide the information
- Maintain Principal's daily calendar, setting up and keeping the Principal informed of scheduled meetings, Diocesan calendar dates, and conferences
- Compose and process correspondence for the Principal
- Serve as liaison between the Principal and parents and staff
- Assist with the creation and facilitation of projects for the Preschool-Grade 4 faculty and staff under the direction of the Principal
- Assist with the coordination of Preschool-Grade 4 on-campus events and Preschool on-site field trips, Marian Mass Portrait Day, Kindergarten Graduation, Christmas Programs
- Update and print Kindergarten graduation certificates for Principal's signature and distribute certificates with envelopes and labels to Kindergarten teachers
- Attend and take notes at meetings for the Principal, upon request
- Assist in coordination of the new school year processes, including student admissions and withdrawals
- Maintain preschool staff records.
- Schedule preschool staff trainings and monitor expiration dates.
- Attend weekly Admissions meetings
- Coordinate ordering, receiving, storing and distributing of office supplies to staff
- Maintain office equipment and coordinate service as needed
- Arrange for reserved seating at school events such as the Christmas concerts, Kindergarten graduation, and Marian mass
- Prepare and distribute to teachers the Student Learning Assessment envelopes and labels for Preschool and TK classes each trimester
- Adhere to the policies and procedures of the Diocesan Employee Handbook and the St. Junipero Serra Catholic School Faculty and Staff Handbook
- Maintain student records for all preschool students according to State licensing guidelines
- Maintain records for students in preschool extended care
- Support Admissions Office staff by answering parent enrollment questions, providing school tours, and acting as registrar for preschool admissions
- Maintain and update preschool student emergency information and communicate updates to preschool staff
- Attend to the various needs and questions of Preschool-Grade 4 teachers and staff, as needed
- Facilitate new school year check in and current school year check out procedures with teachers
- Provide new students with classroom items and new parents with school information

- Maintain archives for all preschool documents at year-end
- Manage preschool withdrawal paperwork and “moving up” process for documents being sent to TK-Grade 8 Health Room Coordinator
- Maintain volunteer/visitor logs for the Preschool
- Assist with Health Room functions and recordkeeping for the Preschool
- Assist with Preschool drop-off and pick-ups throughout the school day
- Assist with TK-Grade 4 dismissal

Additional Requirements:

- Responsible for attending school-sponsored events held after normal school hours as specified in the Faculty and Staff Handbook
- Responsible for attending professional development opportunities sponsored by the school and the Diocese of Orange, Department of Catholic Schools, as scheduled throughout the year

Qualifications: Preferred candidates should demonstrate the following minimum qualifications:

- A bachelor’s degree or equivalent experience
- A minimum of two years of administrative support experience preferably in an educational setting
- Knowledge of Community Care Licensing requirements, procedures, and record keeping
- Completion of live scan service for Community Care licensing, CPR/First Aid/Nutrition/Lead certification and other required preschool staff trainings and documentation
- A high degree of discretion dealing with confidential information
- An ability and willingness to work independently and as a team
- A strong set of interpersonal, verbal communication, and written communication skills with a history of working collaboratively with others
- A strong set of organizational and multi-tasking skills
- A history of professional goal-setting, organization, implementation, and reflection for projects and programs
- A strong command of digital skills including use of Microsoft Office, FACTS, Adobe Acrobat, Google applications, and other teacher websites
- A willingness to employ new technologies
- A flexible demeanor and willingness to adapt to school schedule changes, special events, and celebrations that help foster the school’s mission of teaching to the whole child

Position Status: Position is a benefit-eligible, hourly, 11-month position

Work Hours: Monday-Friday: 7:00 a.m.-3:30 p.m.