

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: Notre Dame School**

**POSITION: School Secretary**

**CATEGORY: Non-Exempt**

**POSITION STATUS: Full Time**

**SUPERVISOR: Principal**

**JOB SUMMARY:** The school secretary ensures the efficient operation of the school office and performance of all secretarial, clerical, and receptionist duties related to the principal's office. The secretary respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the school. The secretary is accountable to implement the school mission and Notre Dame, and adhere to the directives set by school administration.

**ESSENTIAL FUNCTIONS:** The school secretary sets the tone for contacts between the school and the public with a warm, positive, respectful, patient, and professional manner. The secretary establishes a faith-filled environment, demonstrates leadership without specific direction using considerable judgement.

### **General Responsibilities:**

- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for Notre Dame

### **Essential Responsibilities:**

- Performs secretarial duties for the principal and other designated staff
- Greets and refers visitors to the appropriate class, party, service, or agency
- Prepares bulk mailing as needed
- Monitors gate access
- Maintains and updates students' permanent records, as well as preparation and transfer of student records
- Responsible for issuing and maintaining records for school keys.
- Performs typing, word processing, proofreading and editing
- Provide updates to class list.
- Coordinates the registration process of all new and returning students.

- Maintains a neat and orderly office and front hallway.

**MINIMUM QUALIFICATIONS:**

**Education:** High School diploma

**Experience:** Previous experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Notre Dame mission
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE