



Job Title:	Administrative Assistant to the Assistant Principals
Department:	Administration
Reports to:	Assistant Principals
Date:	2/26/26

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

In this role at St. Francis Catholic High School, the Administrative Assistant to the Assistant Principals provides support and partnership to the two Assistant Principals of the school. This role works closely with the Administrative Assistant to the Principal and serves as a liaison between the Assistant Principals and school faculty/staff and the Assistant Principals and parents/students. In addition, this person coordinates substitution and supervision for the school, supports the interview process, including scheduling and note taking, and provides oversight of the Troubie Store, including merchandising, sales, and managing volunteers. The person in this role must possess a high degree of integrity as the role is exposed to sensitive and confidential information. In addition, this person must exercise good judgment, be able to make sound decisions with minimal supervision, and be exceptionally organized with an eye for details. This position is a full-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Receptionist for the Assistant Principals – Answers calls and emails, retrieves voicemail, responds as needed.
- Substitute Coordination - Coordinates and schedules all substitution and supervision needs on campus. Retrieves voicemail and email messages daily from teachers who are unable to be on campus. Assigns current faculty members and substitutes to cover classes and homerooms for absent teachers. Keeps a daily schedule of substitutes used and classes covered and distributes to appropriate parties as needed. Prepares any materials needed for substitutes and assembles packets for each class, including existing sub plans from classroom teachers.
- Supervision Coordination - Coordinates all lunch supervision; manages and communicates the lunch supervision calendar. Assigns faculty and staff to daily supervision duties. Provides substitution and supervision as needed throughout the school day, including covering classes, the library, the CLC, the Rec Room, and at masses and assemblies.



- Correspondence – Gathers, organizes, and distributes written announcements for student body, faculty/staff, and parent communication as needed, including weekly school announcements. Copies and distributes documents/forms signed by the Assistant Principals. Prepares drafts, memos, and reports and other materials as needed. Takes minutes during meetings and notes during employment interviews.
- Academic Relations – Works with vendors and customer service representatives to order student support materials (i.e. school photos, scantrons, class rings, etc.). Builds rapport with customer service representatives for best pricing and gratis materials. Schedules Academic Advisory Council meetings, distributing agenda, managing attendance and taking and distributing meeting notes. Assists the Assistant Principals with completion of the school master calendar and final exam schedule. Updates calendar and school website as necessary.
- Textbooks - Oversees textbook ordering process. Works with academic departments to get textbook updates and changes. Works with book vendor to ensure accuracy of the online bookstore and tracking of textbook scholarships. Maintains spreadsheets on department book requests, scholarships, etc. Coordinates book buy-back program, including arrangement with vendor, volunteer recruitment, and ensures book return.
- Interview support - Works with Human Resources to support the interview process. Coordinates schedules of candidates and panel members, is present at interviews to take notes to school standards, prepares interview packets, provides a welcoming and hospitable nature to candidates to ensure a positive interview experience.
- Front Office Coverage and other Administrative Support – Provides faculty/staff support as needed, including clerical support and special projects. Assists with administrative duties in the front office. Provides front office coverage and other general student supervision as necessary.
- Troubie Store - In collaboration with the Business Office and the Store Manager (typically a volunteer), is present and provides oversight when the store is open, usually once per week and at special events. Solicits, organizes, trains, and schedules volunteers for working in the store, troubleshoots sales register issues, merchandises store, conducts inventory, provides anecdotal sales data for future purchase considerations.
- Fosters and supports an inclusive educational environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

High School graduate or equivalent. Bachelor's Degree preferred.

Job experience:

3-5 years directly supporting management. Experience in an academic setting preferred.

Technical/Functional skills:



- Exceptional written and verbal communication skills – attention to grammar, punctuation, and spelling; clear and concise sentences when speaking to all different levels of co-workers and external constituents.
- Expert with technology and office equipment – computers, software, electronic communication, database systems, word processing, spreadsheets, fax machines, copiers, and phones.
- Superior organization skills – ability to focus on details, adapt to change, work quickly and accurately with frequent interruption, and manage multiple projects to meet deadlines.
- Ability to establish and maintain collaborative relationships with faculty/staff members, external colleagues, parents, students, and volunteers.
- Ability to independently make sound decisions, anticipate or recognize problems, escalate appropriately, and work to resolution without supervision.
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.

Other Requirements:

- Attendance at evening and weekend events may be necessary. Some overtime may be necessary.
- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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