

Diocese of Sacramento JOB DESCRIPTION

DEPARTMENT: Mater Dei Catholic School	POSITION: Office Assistant
CATEGORY: Non-Exempt	POSITION STATUS: Full-Time

SUPERVISOR: Principal

JOB SUMMARY: The office assistant is welcoming in greeting of people who come in or phone the school office. The office assistant respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the school. The office assistant is accountable to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and those in the staff and parent handbooks of Mater Dei Catholic School, and adhere to the directives set by school administration.

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

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, the office assistant may participate in school liturgies
- Exhibits flexibility in the day-to-day school environment
- Receives, screens, and refers all telephone calls to the appropriate staff member
- Disseminates information and records, and ensures delivery of messages
- Greets, assists, and directs visitors, parents, students, and teachers in the office area
- Signs for and ensures delivery of packages and special delivery mail
- Is available to the office and administrative personnel for typing, filing, and mailing projects
- Assists and instructs volunteers in office procedures
- Assists the school administration in clerical duties
- Assists in administering first aid to students
- Maintains an orderly clutter-free front office
- Communicates professionally and in a timely manner with pastor, principal, associate principal, colleagues, parents, and students as necessary
- 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 and every two years thereafter
- Maintains accurate and complete attendance records including absences and tardies
- Ensures that all students receive tardy slips as necessary
- Contracts parents of students who are marked absent each day and updating the FACTS Student Information System (SIS) accordingly, which may require communication with the classroom teacher beforehand.
- Maintains student late arrival and early release records via written records and within the FACTS Student Information System (SIS)
- Maintains accurate medication binder for all students requiring medication while on campus.
- Maintains accurate records for campus visitors (sign in/sign out clipboard), in addition to ensuring all volunteers are cleared and in compliance with Diocesan policies relating to Safe Environment.
- Maintains parent and volunteer driver records, including verifying appropriate insurance coverages per Diocesan policies.
- Participates in ongoing evaluation for accreditation for Mater Dei Catholic School
- Creates and maintains a uniform exchange program, which will be made available for school families a minimum of once per trimester and/or all school events.
- Maintain faculty and staff lounge to ensure all supplies are readily available.
- Maintain school office supplies in the faculty and staff workroom.
- Assist school administration with hospitality for meetings and various events.
- Assist with maintaining calendars and appointment scheduling for school administration.
- Works in collaboration with the Parish Office to ensure accurate documentation is provided for sacrament preparation.
- Send and receive cumulative records requests for incoming and outgoing students, *after* receiving clearance from administration and the bookkeeper for outgoing files.
- Prepare and print Virtue in Motion, SLE, honor roll, and various other student awards and recognition certificates.
- Performs additional duties as requested by school administration.

MINIMUM QUALIFICATIONS:

Education: High School graduate

Experience: Previous experience preferred

PREFERRED QUALIFICATIONS

- Bilingual in English and Spanish preferred.
- Strong verbal and written communication skills in both English and Spanish are a plus.

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Mater Dei Catholic School's mission and schoolwide learning expectations
- 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 technology usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE