

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Dominic School	POSITION: School Administrative Assistant
CATEGORY: Non-Exempt	POSITION STATUS: Full Time

SUPERVISOR: Principal

JOB SUMMARY: The administrative position expands that of the secretary and/or bookkeeper. The Administrative Assistant provides secretarial and related office services for members of the school, school committees, and boards. The Administrative Assistant 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 philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of St. Dominic School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The Administrative Assistant establishes a faith-filled environment, demonstrates leadership without specific direction using considerable judgement.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, schedules and participates in school liturgies
- 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 St. Dominic School

Essential Responsibilities:

- Performs secretarial duties for the principal and other designated staff
- Receives and places telephone calls, schedules appointments, develops written communication, and processes mail
- Greets and directs visitors
- Prepares bulk mailings, as needed
- Establishes/maintains office record keeping and filing system
- Attends staff meetings, as requested

- Develops and maintains calendars and schedules for school facilities
- Coordinates key usage for the school facilities
- Oversees the timely opening and secures closing of the school office
- Ensures all machines and equipment are off and doors/windows are locked upon closing
- Inventories the office supplies
- Orders materials, supplies, and equipment, as needed and approved by the principal
- Maintains contracts for office machines
- Coordinates volunteer programs
- Assists with Custodial staff needs
- Assists bookkeeper, as needed
- Provides charitable assistance information
- Assists with School Calendar
- Schedules appointments for the principal
- Assists with principal's correspondence
- Maintains student, faculty, and staff rosters
- Procures, organizes, and files documentation for student admission
- Updates and maintains permanent records of students
- Prepares and transfers student records to other schools
- Assist in preparation of student admission and class list data
- Stores, dispenses, and maintains records all student medication as prescribed, with principal approval
- Maintains lost and found

MINIMUM QUALIFICATIONS:

Education: High School diploma

Experience: 3-5 years of school administrative assistant experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of St. Dominic School 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 PC usage and applications.
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE