



St. Mary Catholic School

257 South Washington Ave.

New Richmond, WI 54017

715-246-2469

Where kids grow in knowledge, follow in faith, serve in harmony.

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

SCHEDULED HOURS: Monday - Friday 7:00 A.M. - 3:30 P.M.

REPORTS TO: School Principal
Pastor

STARTING SALARY: \$14.00/hour

DATE REVISED: March 2018

JOB SUMMARY:

Under the direction of the School Principal, this position is responsible for performing office duties for St. Mary Catholic School as is listed under Essential Functions. The Administrative Assistant must have strong clerical and computer skills, which include being able to work within the current Windows computer format, proficiently use Microsoft Products which includes: Word, Excel, and Publisher, and be able to maintain and update website and social media sites. The Administrative Assistant must have the ability to perform several tasks concurrently with ease and professionalism. Public relations with students, parents, the public, and fellow employees is important, the Administrative Assistant must be tactful, well organized, and adhere to rules of confidentiality. All employees adhere to Parish Personnel Policies for Lay Employees, which includes the Morals & Ethics Assurance Statement and the Confidentiality Policies of the parish.

ESSENTIAL FUNCTIONS:

Job responsibilities/functions include performing the daily, weekly, bi-weekly, monthly, and certain annual tasks for the School. The following are summaries of those tasks:

- Serve as primary telephone & office receptionist. This includes answering and transferring telephone calls to the appropriate people, replying to voice mails
- Opening of the School office for the Day, followed by the reading of the School's general email mailbox, and transferring information as appropriate. Sort and distribute mail.
- Provide for security of the School building by the monitoring of people's entrance through the North doors
- Provide for security of the safe and its contents
- Publish a combined bi-weekly newsletter for the school
- Work with Administration on all marketing materials for the school
- Track weekly curriculum standards
- Prepare school wide email announcements
- Manage and maintain the School's database
- Record & maintain attendance and permanent records for students/staff
- Support fund raising committees with special event marketing
- Assist the staff person in charge of office computers and the server with occasional support of computer backup on the server
- Provide communication between the church office and the school office as needed
- Manage office and school supplies, taking periodic inventory and ordering as needed

- Maintain an office filing system
- Maintain school calendar and publish events on Google calendar
- Work with Principal in the maintaining/updating of website and social media sites
- Support the general working environment of the school office
- Maintain the confidentiality of personnel, students, and parents
- Oversee the publication of the yearbook
- Post daily lunch count for school
- Work within the school's online program
- Invoicing for Before/After/Wrap-around programs
- Collect payments for Child Care programs, Hot Lunch, field trips, or school functions
- Prepare weekly deposits for the school and deliver them to the bank.
- Perform first aid for students and staff
- Perform any other pertinent duties as assigned by the Principal or Pastor

WORKING ENVIRONMENT:

The work is performed in the School Office with a wide variety of people with differing functions, personalities, and abilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an Administrative Assistant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The duties of the Administrative Assistant require the ability to sit; use hands to finger, handle or feel objects, tools or controls; and to talk and hear. The Administrative Assistant is frequently required to walk and occasionally required to stand; reach with hands and arms; climb and balance; and stoop, kneel, crouch or crawl.
- The Administrative Assistant must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

KNOWLEDGE, SKILLS, & ABILITIES:

- Good customer service skills
- Good communication and interpersonal skills
- Ability and willingness to follow oral and written instructions
- Ability to prioritize multiple tasks
- Ability to work effectively with a team
- Ability to work independently as needed to support the group effort

QUALIFICATIONS:

- Previous secretarial experience with Associate Degree
- Working knowledge and experience with the following Microsoft Products: Word, Excel, and Publisher
- Working knowledge of websites and social media
- Database management experience
- Six months or more related office experience
- Member of Catholic Parish a plus
- Valid Driver's License required

BENEFITS:

As specified by the Parish Personnel Policy Manual for Lay Employees and determined by full-time status, which includes Holidays, Vacations, Sick Leave, Personal Leave Day, Funeral Leave, Partially Paid Medical Insurance for employee and family, Fully Paid Dental Insurance for employee and family, 403B Retirement Program based on length of employment, Long Term Disability Insurance, Life Insurance, Worker's Compensation Coverage (while at work), Social Security Insurance Benefits, Unemployment Compensation, Access to a Cafeteria Plan, and portability of benefits between parishes of the diocese which may be negotiated.

