



SCHOOL: St. John the Baptist Catholic School POSITION STATUS: Full Time

POSITION: Secretary

SCHEDULE: Mon. – Fri. 7:30AM-3: 30PM

CATEGORY: Non-Exempt

Regular School Year runs August-June

SUPERVISOR: Principal

JOB SUMMARY: Responsible for overseeing the smooth running of the school office in addition to providing secretarial and related office services for the Principal and other designated staff or volunteers as needed. You need to be comfortable being the primary point of contact for all manner of inquiries and requests.

Other secretarial responsibilities will include organizing and maintaining files, supplies, and equipment. The ideal candidate for the position of secretary can prioritize tasks and is motivated to complete work with minimal supervision.

Secretary Duties and Responsibilities

- Greet visitors and direct them to the appropriate person or department
- Respond to calls, emails, and routine letters; direct inquiries to the appropriate person
- Manage schedules and calendars
- Arrange, coordinate, and schedule meetings; prepare meeting documents
- Write and distribute routine correspondence and reports
- Proofread and edit documents to ensure proper spelling and grammar as well as compliance with company policy; recommend revisions as needed
- Compile and maintain Safe Environment Records and Student Cumulative Records
- Conduct internet searches to find needed information
- Mail letters, newsletters, promotional materials, and other items as directed
- Develop and maintain a filing system for paper and electronic copies of documents
- Maintain updated contact information for school employees, school families, and suppliers; keep such information confidential
- Use a computer for online communication, spreadsheets, word processing, database management, and other software applications
- Learn new technologies as they are adopted

- Read secretarial publications and attend workshops to improve skills over time
- Fulfill other secretarial duties as needed
- Contribute to the school/parish bulletin and newsletter
- Assists in designing and drawing up promotional and informational materials for parents.
- Maintains student attendance records
- Sorts and distributes mail delivered to the school office
- Contacts parents in the event of student illness or behavioral issues.
- Issues first aid (bandages/icepacks etc.)
- Provides administrative support to principal or other administrator as needed
- Other duties as assigned by the principal

Secretary Requirements and Qualifications

- Professional demeanor and attitude
- Trustworthy, able to respect confidentiality
- Works well with a variety of students, faculty/staff, and parents
- Familiarity with office organization techniques
- Capable of multitasking; strong time management
- Well-organized, detail-oriented
- Strong writing ability
- Excellent verbal communication
- Proficient with computers, especially in MS Office and Google Documents, and other basic office equipment, such as, multiline phones, fax machines, and scanners
- Possesses excellent telephone etiquette
- Is capable of handling confidential student records in a responsible fashion
- High school diploma
- Bilingual

Work Environment

- The majority of working hours will be spent in an office setting.
- Light physical activity such as walking and standing, is required on a daily basis.