

LEHMAN CATHOLIC HIGH SCHOOL POSITION DESCRIPTION



Position Title: **Administrative Assistant**

Department: School Counseling Office

Supervisor: Principal

Effective Date: May 2024

Position Summary | Serves as the point of contact and provides administrative support for the day-to-day operations of the School Guidance Office. Full-time (40 hours per week) during the school year with flexible hours during the summer.

General Duties & Responsibilities

- Maintain student records (i.e. files, transcripts, schedules, etc.)
- Data entry into Progress Book to maintain course history for students and admissions paperwork.
- Generate student data reports and queries and analyze as needed
- Manage all department mailings
- Process grade cards and assist with Grade Card Conferences
- Organize College Credit Plus (CCP) information, and College/University scholarships.
- Generate weekly ineligibility lists
- Assist with standardized testing protocols, materials organization, and schedules
- Assist with annual events (i.e. Senior Awards, Baccalaureate mass, Commencement, etc.)
- Provide support with other administrative assistants in the school organization.
- Respond to daily emails and routine questions from students, parents, fellow employees, and community stakeholders
- Schedule college/university visits to Lehman Catholic High School
- Other duties that may be assigned by the School Counselor or Principal
- Screens calls for School Counselor
- Greets and meets visitors

Credentials & Experience

- Requires a high school diploma and 1-2 years of business school or education-related field or the equivalent.
- Minimum 2 years experience in administrative or education-related work.

Minimum Requirement & Skills

- Previous office and clerical experience in counseling or school related settings is highly desirable.
- Ability to work with students, parents and school personnel in a positive manner.
- Good oral and written communication skills.
- Must be able to maintain confidential information.
- Knowledge of Progress Book is helpful.
- Experience working in Excel and Word to include mail merging, excel formulas, etc.
- Experience working with Google platform applications is essential.
- Organized and able to prioritize short term and long-term projects.

All personnel, regardless of position, must understand and support the philosophy and mission of Lehman Catholic High School. Employment is dependent on background check and completion of Safe Parish online training.