LEHMAN CATHOLIC HIGH SCHOOL
POSITION DESCRIPTION

Position Title: Administrative Assistant
Department: Principal's Office

Supervisor: Principal
Effective Date: May 2024

Position Summary | Serves as the point of contact and provides administrative and clerical support for the day-to-day operations of the main office in the school. Full-time (40 hours per week) during the school year with flexible hours during the summer. The school administrative assistant works the normal work week. Occasionally may be asked to work overtime.

General Duties & Responsibilities

- Provides administrative support for the school:
  - Performs typing, word processing, proofreading, and editing materials, duplicates, and distributes materials.
  - Maintains School Information and ensures that all student profile information is input accurately.
  - Processes incoming and outgoing mail.
  - Establishes and maintains a comprehensive filing system for student files and records. Maintains and updates student records including data on attendance.
  - Contact substitute teachers for assignments and provide support and guidance as needed upon their arrival/departure.
  - Assists in completing an annual inventory and teacher check-out lists
  - Helps coordinate parent volunteers for various events.
  - Maintains information for coaches' Pupil Activity Permits
  - Updates the school's Annual Verification System with fingerprinting and licensing information for all certified and support staff.
  - Provides support for new hires during the onboarding process.
  - Maintains attendance records for students and staff.
  - Manages visitor management system
- Handles communications/telephone system
  - Screens calls for principal
  - Handles routine questions from students, parents, faculty, and staff
  - Greets and meets visitors
  - Updates information on the school's app

Credentials & Experience | Three to five (3 - 5) years working with the public in a general office setting.

Minimum Requirement & Skills

- Previous office and clerical experience in a school or related setting is highly desirable.
- Must have proficient keyboarding skills and experience working with computer software, preferably with Progress Book and Canva.
- Must have knowledge of and skill in using personal computers and software programs, including Google and Microsoft applications
- Ability to communicate verbally and in writing effectively.
- Must have the ability to maintain confidentiality in all matters
- Must relate to various people and have excellent interpersonal and customer service skills.
- 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 the completion of Safe Parish online training.