



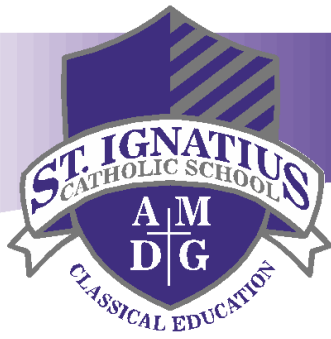
Position Title: Administrative Assistant
Supervisor: Head of School
EEO Status: Non-exempt (hourly)

Position Summary:

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the school office. Administrative Assistants support students, faculty, staff, etc. through a variety of tasks related to organization and communication. Administrative Assistants are responsible for confidential and time sensitive material. This position is responsible for managing daily and short-term substitute teachers. Administrative Assistants actively promote St. Ignatius Catholic School and present a positive attitude to the public. In carrying out the duties and responsibilities of this position, individuals in this role are expected to model behavior consistent with the St. Ignatius Catholic Classical School vision, mission, and core values.

Duties and Responsibilities:

- Managing school office operations: clerical, communications, organizational Ex. - answer phone, direct calls as needed, answer emails, etc. assist faculty, staff, students, parents and visitors, distribute incoming mail, forward all payments to the business office, process scrip orders.
- School record keeping, such as health records, attendance, transfers, etc.
- Responsible for securing suitable substitute teachers when there is a teacher absence.
- Typing and filing school communications.
- Itemizing any money handled through the school office; petty cash, etc.
- Directing school communications to proper personnel and families.
 - Ex. - Assist Athletic Association - student eligibility/compliance
 - Manage cafeteria (event) scheduling
 - Assist with coordinating graduation plans
 - Assist with coordinating field trips (permission slips, reserve buses, etc.)
 - Daily communications and weekly newsletter
 - Track student service hours Online
 - Keep and share calendar
 - Additional duties as needed
- Operating knowledge of school office machines.
- Making appropriate calls for sick students and caring for them until parent arrives; Administering minor first aid to students as needed.
- Resolving issues, managing procedures and updating information for Emergency Preparedness binders.
- Managing PowerSchool, an administrative software (parent/student portal) for attendance, generating report cards, etc. Scheduling parent-teacher-student conferences (Survey Monkey)
- Assisting with opening and locking up building at beginning and end of school day. (Monitor camera/security door throughout the day.)



- Assisting with building maintenance when other school/parish staff are unavailable - stock restrooms, clear main entrance of snow build-up, student "illness" cleanup.
- Signing for delivered packages, as needed.
- Maintaining confidentiality in school, office, student and family matters/issues.
- Attending necessary workshops, webinars, trainings, etc. relating to Wisconsin Parental Choice Program.
- Other office clerical, organizational and communication tasks as assigned by the Head of School

Typical Working Environment

- Work is typically performed in an inside, temperature-controlled environment.
- Some nights and weekends are required.

Typical Physical Requirements for This Position

- This position typically involves sitting, reaching, standing and some light lifting.

Nature of Supervision Received

- Position requires the ability to work independently, to accomplish specific tasks assigned and meet various deadlines.

Judgment Exercised/Decisions Made

- Decisions are generally routine in nature with some deviations. Recommends procedural improvements for performing duties in most efficient and effective manner.

Employee Signature _____ Date _____

Revised 2023