

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Administrative Assistant to the Dean of Students
Department:	Administrative Support
Reports to:	Dean
Date:	5/24/2022

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>	
Full-time <input checked="" type="checkbox"/> 10-month	Part-time <input type="checkbox"/>	

General Summary

What is the primary purpose of this position?

Under general supervision, the Assistant to the Dean of Students at St. Francis High School coordinates, oversees, and/or performs a wide variety of administrative support activities for the Dean of Students. This position is responsible for attendance tracking, discipline processing, and support of the Wellness Counseling office. This position also provides backup front office support to the Front Desk Administrative Assistant and can be the first line of greeting for guests. The person in this role must possess a high degree of integrity as the role is exposed to sensitive and confidential information. This person must exercise good judgment and be able to make sound decisions with minimal supervision. This is a non-exempt 10-month position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Administrative Support

- Screens and handles telephone communications for the Dean of Students.
- Establishes and maintains files and records for the Dean of Students.
- Composes and prepares written documentation and correspondence for the Dean of Students.
- Assists with various projects as directed by the Dean of Students.
- Assists with report preparation as needed to support the Wellness office.

Attendance Tracking

- Processes and enforces school attendance and discipline policies and procedures.
- Gathers, enters and maintains attendance records in tracking system.
- Maintains and tracks discipline records.
- Reports attendance concerns to the Dean of Students.

Front Office Support

- Attends to administrative problems and inquiries, as appropriate.
- Assists the Dean with safety training for all staff.
- Meets the public tactfully and courteously to establish and maintain cooperative and effective working relationships.
- Assists the Front Office Administrative Assistant by answering phones and greeting members of the community.



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Student Support

- Attends to and triages ill and injured students.
- Interacts with students on a continual basis regarding attendance, discipline, and other student needs. Communicates with students with a balance of compassion and authority, appropriate to the situation.
- Assists Wellness office with student interaction and support in a compassionate and confidential manner. Must be able to handle highly confidential information appropriately at all times.

Other

- Other duties may be required as needed.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

High school graduate or equivalent; bachelor's degree preferred.

Specialized training:

First Aid and CPR certification is preferred.

Job experience:

Three to five years of experience directly related to the duties and responsibilities specified.

Technical/Functional skills:

- Positive and outgoing demeanor.
- Proficiency in office computer programs and equipment.
- Ability to take the initiative to problem solve.
- Excellent written and verbal communication skills. Ability to accurately read a situation and determine appropriate level of response.
- Ability to maintain high standards of professional behavior at all times.
- Excellent organization skills – ability to focus on accuracy in details while multi-tasking in a fast-paced environment.
- Ability to establish and maintain collaborative relationships with colleagues, administration, campus-wide faculty/staff, students, parents, and families.
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Flexibility to adjust job schedules as appropriate to attend events.
- Ability to discern safety situations quickly and respond appropriately.

Employee Signature:

Supervisor Signature:

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HR Signature: