

St. Francis

CATHOLIC HIGH SCHOOL



JOB PROFILE

Job Title:	Front Office Administrative Assistant
Department:	Administrative Support
Reports to:	Principal
Date:	8/12/2019

Job Status:

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

General Summary

What is the primary purpose of this position?

The Front Office Administrative Assistant at St. Francis Catholic High School is the first point of contact for visitors on campus. This highly visible role is an integral part of the smooth operation of the facility, staff, students, and families, and functions as a resource for the community. This full-time position acts as a liaison between the community and the school and maintains a high standard of hospitality. The Front Office Administrative Assistant supports the Principal and performs a variety of duties, according to the needs of the front office and the school. In all areas of responsibility, it is critical that this position maintains a high level of confidentiality and positive, amicable relationships with others.

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.

- Cordially greet visitors to the school, provide them with needed information, and/or direct them to locations on campus. Manage electronic visitor sign-in. Open parking lot gates for guests and staff after gates have been closed for security.
- Ensure that the front office operates in a consistently organized manner every day.
- Act as first point of contact for callers, provide callers with requested information, relay messages, or route call to appropriate person.
- Supervise student interns for front office.
- Route and distribute incoming mail and other material. Accept UPS and FedEx shipments and deliver to appropriate school personnel.
- Order, track, and dispense office supplies for front office, teachers, and staff as needed.
- Coordinate with paper shredding company to ensure that bins for shredding documents are exchanged regularly.
- Assist staff with basic troubleshooting on copy machines. Be the point of contact for copy machine services.
- Manage parent volunteer database (MVP), including facilitating parent volunteer requests from campus departments and ensuring parent volunteers have required clearance prior to working on campus.
- Assist with school-wide events such as Open House and student registration evenings by greeting guests and providing appropriate instructions.
- Assist in basic first aid to deal with minor student injuries and illnesses.
- Process student clearance cards for final exams. Provide replacement student IDs.

- Assist with delivery of materials to homerooms.
- Assist with collection of materials for student activities as needed, such as fundraisers and registration for Grad Night.
- Attend regular building meetings to learn about upcoming school events, coordinate activities, and share information with building colleagues.
- Deliver materials from students to teachers and staff mail boxes.
- Assist with response to emergency calls to fire and police.
- Provide backup for attendance tracking 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.

Job experience:

3-5 years of experience in a related position, experience in an academic setting is preferred.

Technical/Functional skills:

- Must display a positive demeanor and have the ability to maintain a consistent level of hospitality.
- Excellent organizational skills.
- Demonstrated focus on a high degree of accuracy and attention to detail.
- Ability to work independently and as part of a team.
- Ability to multi-task in a fast-paced environment with frequent interruptions.
- Excellent verbal and written communication skills.
- Must be knowledgeable in office equipment and savvy with technology.
- Familiarity with school safety procedures.

Other Requirements:

- Other duties may be required as needed.