

## School Administrative Assistant/Receptionist

### Position Description

The main purpose of this position is to provide clerical support to the principal and be the receptionist for the parish school. This position involves a variety of standardized and routine administrative tasks such as typing, receptionist functions, data entry, and updating record-keeping systems within well-defined office procedures with limited supervision.

### Major Duties and Responsibilities

- A. Answers and screens all incoming calls (parents, potential new families, vendors, etc.).  
Placing telephone calls of a general nature to parents as needed.
- B. Maintain student records and files both hard copy and digitally as directed.
- C. Maintains student attendance records.
- D. Prioritizes/triages questions or issues to determine the necessity of intervention by the principal.
- E. Handles opening and closing of academic year functions.
- F. Open, sort and distribute mail.
- G. Interacts daily with students, staff, parents, volunteers and general public in a professional, confidential and diplomatic manner.
- H. Ensures coverage for faculty; arranges for and handles substitute services as needed.
- I. Assists substitutes when they report to the office for their assignment. Assists in the maintenance of all faculty absences and substitute payroll information as directed.
- J. Provides information concerning parish and school policies, procedures, actions and activities; assists with scheduling and maintenance of events in the parish and school activity calendars.
- K. Monitor the health room and aid students in health matters.

### Essential Requirements

- L. Ability to work confidentially with discretion. Handle confidential information regarding families and colleagues at the parish and school.
- M. Complete work independently in a timely manner with numerous interruptions.
- N. Must possess excellent written and verbal communication skills.
- O. Easily adapt to changing activities and workloads; work positively and cooperatively with others.
- P. Bilingual English/Spanish preferred; bilingual is defined as fluency in reading, writing and speaking both languages.