



Date Posted: 10/25/2018

Title of OPEN Position: Administrative Assistant

Type of Employment: Full Time

Salary: Commensurate upon experience/education

Employer Name: St Gregory the Great School, Williamsville, NY

Employer Contact Name and Title: Julie Gajewski, Principal

Employer Website: www.stgregschool.org

Job Description: Answering the phone; creating and caring for the correspondence from the principal; keeps and arranges the Principal and Assistant Principals calendars; daily attendance for the staff and students; prepare daily dismissal sheets as well as After School and Before School Care lists; keep substitute roster as well as who is out of the building and what sub is in the building; keeps teachers attendance cards; manages the Protecting God's Children for audit; maintains the weekly e-news for families; prepares new student packets, Parent and Student Handbook as well as Faculty Handbook; in charge of registration of new students and re-registration each year, maintaining an accurate count; prepare and send out high school student transcripts; arranges buses for all field trips; prepare cum cards for all students; develop a transportation list for all school districts; set up high school visit days and Shadow days; works with the School Board, Home School Association and Athletic Association; assist the Principal with preparing the NCEA, BEDS and Mandated Services Reports. Also makes weekly deposits to Parish Office with keeping track of what each is pertaining to.

Degree Requirements: High School Diploma, GED and/or Associates Degree

Qualifications/Skills: Computer literate, Microsoft Office, Excel, Google, etc.

Experience Required: 3-5 years office experience

Supervises: The office and admittance into the school.

Ergonomic Requirements: The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

EOE

How to Apply:

By MAIL: Julie Gajewski
250 St Gregory Court
Williamsville, NY, 14221

E-Mail: frontoffice@stgregs.org **Fax Number:** (716) 688-6629

Please include: Résumé, [employment application](#) and [teacher application supplement](#)