



Date Posted: 4/20/2021

Send resume to: principal@stmaryschoolswormville.org

Type of Employment: Full-Time: Part-Time: If part-time, # of hours per week _____

Job Title of Open Position: School Administrative Assistant for the Catholic Education Office

Salary: Commensurate upon experience/education

Employer: Saint Mary School, Swormville

Location Address: 6919 Transit Road, East Amherst, NY 14051

Employer website: www.stmaryschoolswormville.org

POSITION DESCRIPTION

GENERAL DUTIES: The School Administrative Assistant for the Saint Mary Catholic Education Office reports to the school principal, and is the first face and voice encountered by our constituents, and a reflection of our welcoming and inclusive Catholic mission. General duties include greeting visitors, and assuring security within the building; continuous support for the school principal; clerical duties including management of filing system; serving as liaison to public schools and other outside entities; record keeping and organization; management of purchasing; handling of student, teacher, and parent requests; arranging appointments, meetings and calendars; working closely with principal to manage and report on expenditures in accord with the budget; overseeing teacher attendance and substitute teacher pay sheets; overseeing office support personnel; maintaining email communications with parents, teachers, and staff; management of the textbook ordering system; coordinating enrollment and registration processes via dissemination of materials, logging of input, follow-up, and data entry to the eSchool system; direct interaction with the Business Manager and Bookkeeper; interfacing with the Faith Formation Administrative Assistant; interfacing with the Building and Operations managers; coordination and dissemination of student supply and reading lists; preparation of teacher and student materials during the summer; posting of events through SignUp Genius;

REQUIRED SKILLS: Excellent written and personal communication skills
Excellent organizational skills
Knowledge of eSchool or other student management systems
Proficient in the use of Microsoft Word and Excel
Outstanding etiquette
Knowledge of all school policies as documented in school handbooks
Ability to multi-task

STATUS: Full-Time, Hourly

BENEFITS: Health Insurance; Retirement; Vacation/PTO; Sick Days

How to Apply: By Mail E-Mail Fax as above, no later than **5/15/2021**