



Date Posted: May 11, 2022

Send resume to: Name: Lynn Ortiz
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Grand Island, New York 14072
Email: ortiz@ststephengi.org

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

Job Title of Open Position: ADMINISTRATIVE ASSISTANT PARISH SCHOOL

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Stephen School Department School

Location Address: 2080 Baseline Road, Grand Island, New York 14072

Employer website: www.ststephengi.org

Brief Job Description

See Attached

Essential Duties & Responsibilities

- See Attached

Qualifications: Required Education/Experience

- See Attached

Desired Skills

- See Attached

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **05/27/22**

ST. STEPHEN R.C. CHURCH

POSITION DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT PARISH SCHOOL

STATUS: Non-Exempt (Hourly)
School Year hours 7:30am – 4:00pm Monday-Friday
Summer hours are reduced and more flexible

REPORTS TO: Principal, Pastor

GENERAL DESCRIPTION:

Full-time responsible for providing secretarial and related office support services for the proper, efficient operation of our parish school. Work in support of the Principal, Pastor, and at times the Business Manager. During times of COVID or other health related crisis there may be additional tasks required and adjustments necessary in addition to normal protocols.

POSITION CONTENT/JOB RESPONSIBILITIES:

Perform secretarial duties for the Principal or as needed for the Pastor or at times the Business Manager.

Phone, E-Mail, & Written Communication:

- Promptly answer all incoming phone calls from the outside and internal calls as they are coming in. Receive all telephone calls and take care of or forward to the appropriate individual. Promptly retrieve all voice mails and return calls as required and respond to e-mails on behalf of the parish school. Prepare and distribute effective clear and concise written communications.

Student, Parent, Guest, and Staff Support:

- Provide daily support to students, parents, guests, and staff. You are the core of the hub which helps to run our school. You are the go-to person, the person that students come to for a band-aid or when not feeling well or need to contact home, you are the first line to parents via in-person, phone, or e-mail communication, and the connection to the staff as well.
- Objective is to try and assist all, pleasing all can be the hardest job of all and near impossible. You are the point person, the make or break person, the 1st impression! You are also the communicator of important information to the Principal! And most importantly the Confidant! What you see and hear in your position, stays in your position and should not be shared outside of our office (maintain doctor/lawyer confidentiality).

ADMINISTRATIVE ASSISTANT SCHOOL – CONTINUED

Maintain a neat, accurate, orderly, and highly functional work environment:

- **Collect, compile, organize, and record a variety of data related to student life inclusive of attendance, transfers, enrollment, textbook requisitions, student activities (e-school, BEDS reports, and other academic reporting).**
- **Prepare and maintain related records, logs, and files.
Ensure compliance with financial, legal and administrative requirements.
Collect and account for fees and/or funds from student events for the purpose of ensuring the accuracy and timely completion and remittance of funds to the Parish Business Office.**

Maintain school calendar:

- **On a continuous basis adding or removing events or items as they change. Attend meetings and staff meetings as requested to take notes to then be typed and distributed as needed.**

Oversee the timely opening and secure closing of the office each day:

- **Ensure that all machines are off, night service is on, windows and doors are locked and all lights and appliances are off.**

Oversee and maintain an adequate inventory of office supplies:

- **Order materials, supplies or equipment as needed. Oversee the maintenance service for the various office machines - Copier, Laminator, Time clock, class bells etc.**

Prepare and produce the weekly family envelope:

- **Gather and put together the family envelope then, e-mail to all families, faculty and staff, always utilizing color option.**

AM Daily:

- **Distribute teacher envelopes daily, prepare for morning prayer & announcements, Field OT, PT, assist students that are tardy, prepare tardy slips.**
- **Collect teacher envelopes, obtain parent notes, and organize office dismissals.**
- **Complete student attendance on e-school**

General Daily and On-Going

- **Maintain accurate and up to date e-mails and phone distribution lists**
- **Maintain accurate Class Lists of all students**
- **Medications – oversee and dispense doctor authorized medications to students as required.**

ADMINISTRATIVE ASSISTANT SCHOOL – CONTINUED

- Student records – maintain accurate files at all times on work computer and on e-school as it pertains to the students.
- Collect and verify all registration papers for all students & families. Check for accuracy, send all fees and signed contracts to the business office with receipt.
- Maintain enrollment records/numbers at all times and compare with business office.
- Prepare, verify, and issue receipt for all funds turned into the office and then send directly to the business office for processing. Sports, Field Trips, 8th Grade, H.S.A., etc.
- Bi-Weekly – send all time sheets and time cards to the business office by 1st thing every other Monday or as required for payroll.

Annually or as needed:

- Student records need to be submitted to the student's high school or school of transfer in a timely manner.
- Assist with the ordering of student textbooks as needed from BOCES and Niagara Falls.

Daily Mail & Postage:

- Responsible to seal, stamp, address, and deliver mail to the post office or mail box for pick up each day. Maintain an ample supply of postage on hand for school use. Check with Business Manager regarding any bulk mailings.

Copier/Copies:

- Responsible for providing copy services to our staff and departments for routine copies as well as our school organizations. Keep ample supplies of paper on hand at all times and keep the copier paper trays full for daily use. Order supplies for copiers IE: staples, toner, and place maintenance calls. Familiarize yourself with equipment to help troubleshoot problems. Keep ample supplies of all forms in mailboxes for all to use.

Special Projects:

- Perform work on any special projects or other duties as assigned.

WORKING ENVIRONMENT:

The Parish School Administrative Assistant works the established number of hours for this position. Additional or fewer hours may be required dependent on workload for this position with a maximum of 40 hours per week.

ADMINISTRATIVE ASSISTANT SCHOOL – CONTINUED

This position allows full coverage of the school office at all times. The front office is the hub of our overall operation – staffing in this office is critical! Be sure to coordinate all time off with your Principal. You are the Front-Line – the first contact our visitors have with St. Stephen Parish School. Treat each visitor as a stockholder in our corporation.

During the school year the hours of this position are from 7:30am – 4:00pm with a half hour unpaid lunch. In the summer the hours are more flexible and should be scheduled with the Principal to allow for all summer work to be completed and to also allow for time off.

POSITION SPECIFICATIONS/REQUIREMENTS:

A. Skills, Knowledge and/or Abilities (SKAs)

- Must have good working knowledge of general office skills.**
- Must have excellent computer & word processing skills.**
- Knowledge of enrollment management systems**
- Possess sales and marketing skills**
- Must have good organizational skills.**
- Must have ability to meet deadlines.**
- Must have ability to honor and maintain confidentiality in all matters.**
- Must have ability to perform outlined tasks.**
- Must have basic knowledge of how the parish operates and is able to grasp quickly how the parish office functions.**
- Must have ability to relate to a variety of persons.**
- Must be flexible for unpredictable schedule.**
- Must have ability to represent the parish school to those who call, write, or visit.**
- Must have ability to compose correspondence, minutes and or reports.**

B. Education, Training and/or Experience

- Should have three to five (3-5) years of successful general secretarial experience & must have previous training or applicable experience.**
- The possibility exists that if the school day hours change, the hours worked may also need to be adjusted.**