



Job Profile

Job Title:	Administrative Assistant to the President and Principal
Department:	Administration
Reports to:	President and Principal
Date:	5/30/24

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 Administrative Assistant to the President and Principal at St. Francis Catholic High School provides administrative support to the President and Principal of the school. This person will facilitate the effective and efficient operations of both the President's and Principal's Office, including matters related to the Board of Trustees in accordance with the Board's bylaws and governance processes. The person in this role must possess a high degree of integrity as the position is exposed to sensitive and confidential information. This person must exercise good judgment and be able to make sound decisions without supervision. This is a full-time, hourly position.

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.

Office of the President

- *Board of Trustees* – Coordinates Board meetings and Board special events and manages logistics, attends meetings and records meeting minutes, prepares correspondence to Board members, prepares and distributes Board meeting notices, agendas, packets and reports, organizes Board trainings, maintains Board files.
- *Administrative support for the President* – Prepares written correspondence, answers phones, greets visitors, arranges meetings and appointments, maintains files, tracks budget, may assist with reconciling credit card expenditures.
- *Special Projects* – Provides support for projects as needed from the office of the President or for the Board of Trustees. Examples may include coordination of meetings, preparation and distribution of materials, hospitality, and overall constituent communication.
- *Events* – Assists as needed with any Presidential events, including organization, logistics, and attendance.

Office of the Principal

- *Administrative support for the Principal*



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- Manages Principal's calendar, schedules appointments, screens phone calls, opens and prioritizes mail, drafts correspondence.
- Reconciles credit card expenditures; may assist Principal in making travel arrangements as requested.
- Disseminates information to staff and the public as requested; prepares and distributes reading, advisory, survey, informational, and all other materials from Principal to faculty and/or staff; prepares and distributes materials to parents for various meetings as requested.
- Communicates with parents and students when disciplinary actions are necessary.
- Researches, compiles information, and prepares reports for the Principal; may assist in presentation preparation.
- Assists the Principal with the preparation of administrative meetings as needed.
- Organizes and maintains files; maintains committee and project binders.
- Orders publications for the Principal and manages annual memberships.
- Fosters and supports an inclusive learning environment.
- *General administrative support*
 - Provides back up to front office, including assisting with front office traffic and answering phones if needed; may provide back up support to Assistant Principals, Director of Enrollment Management, Dean of Students, and Front Office Administrative Assistants.
 - Provides interview process support by arranging interview schedules and taking interview notes for interviews across campus; may assist with candidate tracking and communication.
 - Runs school errands as requested.
 - Generates school response to bereavement, thank you or congratulations responses to school family members, alumnae, faculty or staff via card or flowers as appropriate.
- *Events*
 - Assists with any school events as needed, including organization, logistics, and attendance, such as at Back to School Night and Diocesan Feeder School Articulation Night.

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.



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Job experience:

3-5 years directly supporting senior level management and/or Board processes. Experience in an academic setting preferred. Experience in Catholic education preferred.

Technical/Functional skills:

- Flexibility, both in availability and ability to pivot depending on the needs.
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Exceptional written and verbal communication skills.
- Proven ability to prepare accurate minutes and reports.
- Proficiency with office equipment – computers, fax machines, copiers, phones.
- Expertise in software applications – word processing, spreadsheets, presentations, MS Office, Google Suite.
- Superior organization skills – ability to focus on details, adapt to change, and manage multiple projects to meet deadlines.
- Professional demeanor and ability to establish and maintain collaborative relationships with cross-functional co-workers, external colleagues, donors, and volunteers.
- Ability to independently make sound decisions, anticipate or recognize problems, escalate appropriately, and work to resolution without supervision.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high school students.

Other Requirements:

- Attendance at late afternoon/evening Board meetings.
- Attendance at other evening and weekend events may be necessary, may require working additional hours or a flexible schedule.
- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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