

## **Job Details:**

**Position:** Administrative Assistant

**Location:** Southington Catholic - Southington

## **Job Summary**

The School Office Manager of Southington Catholic School works directly with the principal and Development Director. They are responsible for a majority of the calendar and clerical work in the school, including handling sensitive documents such as student records. They act as a liaison between the students, families, and the principal. The school office manager works as the principal's and the school's secretary, making appointments and managing the principal's schedule. They also greet those who walk into the school office, answer phone calls, and take messages. The school office manager may also be responsible for typing and sending out school documents and school announcements as well as updating website text and social media. They are also usually the person who registers and releases students to school and maintains attendance records. The school office manager is generally also in charge of handling all employee relations, such as fielding concerns and maintaining employee records.

## **Educational Requirements**

The minimum educational requirements to become a school office manager are an associate's or bachelor's degree in a business-related discipline or certification from the International Association of Administrative Professionals (IAAP), Certified Administrative Professional (CAP) or if they have had previous school office manager experience.

## **Additional Requirements**

The school office manager must also be extremely adept at using computers, particularly the Google Suite (Docs, Sheets, Slides, etc.) In addition, the candidate should be knowledgeable of Microsoft Office programs, such as Excel and Word. It is imperative that the candidate is extremely organized and able to multitask because they deal with many different aspects of the job simultaneously. In addition to the clerical and administrative work that is expected of a school office manager, work can involve handling student records and other sensitive information.

## **Technical Skills, Knowledge, and Abilities:**

- Candidates who are able to speak and write both English and Polish are encouraged to apply.

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Knowledge of school policies and procedures preferred.
- Ability to keep up-to-date technically and apply new knowledge to your job.
- Includes adapting to and mastering new system applications and processes as implemented by the school and parish.
- Ability to maintain discretion and confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow school and archdiocese policies.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions.

Southington Catholic School welcomes candidates who add to our diversity. Interested applicants should submit a cover letter, resume, and references to:

Jim Messina  
Southington Catholic School  
133 Bristol St, Southington, CT 06489  
[jmessina@southingtoncatholicschool.org](mailto:jmessina@southingtoncatholicschool.org)

Applications due by June 18, 2021

**For more details contact:**

**Jim Messina**