

**St. Mary's Academy
Employment Posting for Administration**

Job Position: Middle School Administrative Assistant

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a highly organized and meticulous Middle School Administrative Assistant who brings a positive, service-minded approach to supporting students, families, faculty, and administrators. This position plays a key role in creating a warm and efficient environment in the Middle School and requires excellent communication, interpersonal, and administrative skills. The ideal candidate thrives in a fast-paced environment, has a passion for middle school students, and is self-directed, collaborative, and able to multitask. This is a full-time, 12-month, non-exempt position and reports to the Middle School Principal.

Major Duties and Responsibilities:

- Serve as the first point of contact for students, families, faculty, and visitors, providing exceptional customer service with a calm, friendly demeanor;
- Provide high-level administrative support to the Middle School Principal and Assistant Principal, including managing communications, scheduling, and event coordination;
- Coordinate and support school events such as Back-to-School Night, school photos, field trips, parent meetings, conferences, and 8th Grade Graduation and Continuation events;

- Collaborate with key departments (athletics, admissions, facilities, food services, IT, transportation, health office) to ensure smooth operations and student safety;
- Maintain accurate records, including faculty leave tracking, student attendance in PowerSchool, and volunteer background checks;
- Oversee substitute scheduling and teacher coverage, ensuring classroom needs are met;
- Assist the business office with purchase orders, staff reimbursements, and expense reconciliation through the Sage platform;
- Manage student logistics, including locker assignments, supply and PE uniform orders, iPad loans, and lost and found;
- Handle a high volume of phone calls and emails, ensuring timely and professional responses;
- Prepare and review school correspondence for clarity, accuracy, and appropriate tone;
- Support office equipment maintenance, troubleshooting issues to minimize disruption;
- Identify and recommend process improvements to enhance office efficiency;
- Proactively assist with other tasks as needed to support the school community;
- Other duties as assigned by the Middle School Principal; and
- Uphold and promote the mission and values of St. Mary's Academy in all duties.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree required
- Proficient in Google Suite and Microsoft Office Suite
- Strong ability to handle sensitive information with integrity and confidentiality
- Proven track record of managing multiple projects in a fast-paced environment
- Excellent organizational skills with a focus on accuracy and attention to detail, and
- Alignment with the mission and values of St. Mary's Academy

Salary:

The salary range for this full-time, 12-month, non-exempt position is \$24 per hour- \$26 per hour dependent upon experience.

Benefits:

At St. Mary's Academy, we are committed to providing exceptional support to our educators. We offer a comprehensive benefits package designed to promote your well-being and professional growth. Our benefits include medical, dental, and vision coverage, life insurance, an Employee Assistance Program, and a retirement plan with a matching contribution after one year of employment. Additionally, we provide paid leave, including vacation, sick leave, and personal time off. We also offer a range of professional development opportunities to support your ongoing career growth.

How to Apply:

Interested candidates should send a cover letter and resume to Lyndal Brookhart, Director of Human Resources, at lbrookhart@smanet.org. This posting will close on May 23, 2025. No calls, please.