



POSITION DESCRIPTION

Job Title: SMCHS Administrative Assistant
Reports to: SMCHS Principal
Hours: 40 hrs per week / 40 weeks, summer hours as needed

Position Summary: As the first point of contact for SMCHS Administrative Assistant will provide a warm and welcoming reception for students, school personnel, parents and all other visitors. Performs secretarial support to the high school administrators to promote efficient school / system operations. Assists with administrative projects requested by various departments within SMCS/SMCHS.

Job Responsibilities:

- Greet and assist visitors, teachers, parents and students and grant secure access to the building
- Answer incoming telephone calls. Record and deliver messages to administrators, staff, and students
- Sorts mail, maintains mailboxes when SMCHS employees start and depart
- Handles student and staff information/matters in a confidential manner
- Record and verify student attendance
- Process issuance of student passes, permits, and tardy slips
- Route requests for prearranged absences
- Responsible for dispensing/recording of student medication
- Assist and/or help sick or injured students; assures health room has been sanitized after student use
- Assists staff in operation of office equipment; maintains inventory of supplies for equipment
- Assists in ordering and stocking of supplies for office, instructional, staff lounge, staff kitchen and board conference room
- Maintains a professional atmosphere / appearance in the school office, copy room, staff kitchen area and conference room.
- Prepare and post daily announcements
- Maintain and update school announcement monitors
- Assist with scheduling of substitute teachers, maintaining records, and processing for payroll
- Effectively uses computerized data bases and system-defined software for registration, attendance tracking, grade tracking, student scheduling, and other related uses
- Prepare and post high school bi-weekly newsletter
- Assist in compliance of state immunization requirements
- Performs other duties as assigned

Skills and Attributes:

- Ability to deal effectively with situations relative to adolescent physical, social and temperamental issues and make meaningful connections with high school students
- Ability to perform reception responsibilities in a positive, professional and caring manner
- Exhibits excellent public relations skills founded on customer service principles
- Deals with student and staff information/matters in a confidential manner
- Ability to enjoy and thrive in a team setting with constantly changing priorities
- Ability to learn quickly, follow directives and instructions well, become proficient at specialized databases
- Ability to get things done with exceptional attention to details
- Ability to communicate effectively with supervisor and other team members to assure accurate information is disseminated, issues are resolved effectively by the appropriate person and deadlines are met
- Ability to see things that need to be done and proactively respond to the needs
- Believes in and is committed to the SMCS philosophy, administration, staff, students and families

Qualifications:

- High School Diploma or GED required
- 2-4 years office experience in a school setting, preferred
- Well-developed interpersonal and communication skills
- Good planning and organizational skills; detail oriented

- Strong computer skills and literate specifically in Microsoft Word, Publisher, Excel
- Knowledgeable of office equipment including copier(s), printer and fax machines
- Professional appearance and manner

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.

Signature: _____