

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

Job Position: High 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 students of all backgrounds and fosters character and moral development from Pre-Kindergarten through graduation.

SMA is a close community where faculty and staff serve as role models for students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, a desire for personal growth, and a commitment to lifelong learning that St. Mary's Academy expects of students are likewise expected of 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 High 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 High School and requires excellent communication, interpersonal, and administrative skills. The ideal candidate thrives in a fast-paced environment, is passionate about high 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 High School Principal.

Major Duties and Responsibilities:

- Serves as the first point of contact for students, families, faculty, and visitors, demonstrating excellent customer service and a calm, friendly demeanor;
- Provides high-level administrative support to the High School Principal and Assistant Principal, including managing communications, scheduling, and coordination of school activities;
- Coordinates and supports school events such as Back-to-School Night, school photos, field trips, parent coffees, and conferences;
- Collaborates with key departments across the school, including athletics, admissions, facilities, food services, IT, transportation, and the health office to ensure smooth operations and student safety;
- Maintains accurate records, including faculty leave tracking, student attendance in PowerSchool, and volunteer background checks;

- Oversees substitute scheduling and coverage for High School teachers, ensuring consistency and attention to classroom needs;
- Supports the business office to submit purchase orders, process staff reimbursements, and reconcile expenses through the Sage platform;
- Handles a high volume of phone calls and emails, ensuring timely and professional follow-up;
- Prepares, reviews, and sends school correspondence and communications with accuracy, clarity, and appropriate tone;
- Supports the functionality of office equipment such as printers and laminators, troubleshooting as needed to minimize disruption;
- Identifies and recommends process improvements to enhance office efficiency;
- Proactively assists with other tasks as assigned to support the school community;
- Other duties as assigned by the High School Principal, and,
- Adhere to and support the mission of St. Mary's Academy.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree required
- Proficient in Google 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
- A sense of resonance with the St. Mary's Academy mission

Salary/Benefits:

The salary range for this full-time, 12-month, non-exempt position is \$25 per hour- \$28 per hour dependent upon experience. St. Mary's Academy provides excellent benefits, including and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Michelle Hayden, High School Principal at mhayden@smanet.org. Applications are reviewed on a rolling basis, and interviews may begin as soon as qualified candidates are identified. This position may close early, so we encourage you to apply as soon as possible.