



POSITION DESCRIPTION

Job Title: SMCHS Office Manager
Reports to: SMCHS Principal
Hours: 40 hrs per week /40 weeks (during school year), up to 5 hours/week during summer weeks

Position Summary: As the first point of contact for SMCHS Office Manager will provide a warm and welcoming reception for students, school personnel, parents and all other visitors. Performs secretarial support to the high school administrators and school counselors 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
- Maintain a professional atmosphere / appearance in the school office, copy room, staff kitchen area and conference room.
- Assist with scheduling substitute teachers and maintaining accurate records of assignments and coverage.
- Handle student and staff information/matters in a confidential manner
- Assume responsibility for PowerSchool troubleshooting and reports (and acts as a liaison to other system PowerSchool users within SMCHS and the other four schools.)
- Effectively uses computerized data bases and system-defined software for registration, attendance tracking, grade tracking, student scheduling, and other related use
- Provide backup coverage at front desk for lunch coverage and as needed
- Transcript requests, Naviance postings, etc.
- Collaborate with the academic department on student course requests and placement tests
- Support the activities associated with college scholarships
- Register students for online classes
- Add distance learning and online cases to transcripts
- LoSEC recordkeeping and assisting HR with volunteer compliance
- Assist in compliance of state immunization requirements
- Assist with Diocesan and state reports related to student compliance with policies
- Co-coordinate and organize a variety of engaging student and community events, including visit days, preview nights, open houses, all which foster a positive and informative experience for students and families
- Assist with Graduation and Senior Awards Program (and any other Recognition events)
- Attend faculty & staff meetings, as needed
- Prepare documents for records requests
- Prepare daily announcements and bi-weekly HS newsletters
- Update digital signage with high school happenings
- Perform 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 and staff
- 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 collaborative 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
- Knowledge 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.

Print Name: _____

Signature: _____ Date: _____