



Job Description: Full-time Administrative Assistant
Christ the Teacher Catholic School - Newark, Delaware
Start Date: June 17, 2024

ADMINISTRATIVE ASSISTANT

Summary:

The Administrative Assistant performs various managerial tasks while providing support to the Principal and Advancement Director for student recruitment, enrollment, and retention as part of the Admissions Process. Serves as the first point of contact for parents and prospective students. The administrator of PowerSchool, a student management system which maintains student, parent, staff information as well as class schedules and, student grades, and digital report cards.

Responsible to:
Principal

Experience Needed

- Strong commitment to the mission of Catholic education
- Have a minimum of three years of administrative assistant experience and experience with Power School/Data Management Systems

Professional Ethic Desired

- Faith-filled person willing to learn about the Mercy charism
- Professional, visible, personable, organized, and adaptable person who can work with the principal and administrative team in tasks related to the administration of the school
- Capacity to work in a multi-task environment requiring attention to diversified duties
- Possess professional communication skills and honor prudence in confidential matters
- Takes on tasks, makes decisions, and embraces responsibilities with limited direction
- Articulates well in speech and writing
- Competent with technology (e.g., Google Apps, Chromebooks, PowerSchool, Planbook.com, etc.)

Position Duties & Job Functions:

- Serve as an administrative assistant to the Principal and Advancement Director.
- Research and prepare local, state, Diocesan, and federal reports.
- Develop procedures to expedite the transmittal of information while implementing policies, programs, and directives.
- Anticipate enrollment needs and develop a plan of action to recruit a sufficient number of students to accommodate budget needs and class size.
- Schedule and provide school tours for prospective families.
- Responsible for all communications with prospective families.
- Prepare enrollment/registration materials for Open Houses.
- Schedule the Kindergarten testing of new students and Shadow Day for incoming students grades 1-8.
- Maintain daily/monthly/yearly student enrollment reports.
- Prepare handbooks/folders for various committees and admissions.
- Contact person for parents and parishes regarding sacraments and registration.
- Coordinate school pictures, schedule photographer and class sessions.
- PowerSchool/PowerTeacher Pro Administrator. Maintain/enter student, parent, faculty/staff information; set up of school year (calendar, trimesters, homerooms, teacher schedules); reset passwords, logins, parent portals; and process student digital report cards.
Liaison with PSISJS Support Team on PowerSchool management.
- Responsible for student files, ensuring all documentation is filed and retrieved for teacher review, transfer students, and graduating students.
- Ensure end-of-year school records are historically saved.
- Serve as a support person for the Main Office administrative assistant.
- Maintain the confidentiality of correspondence and administrative files.

This position has a 90-day probationary period. Before the 90-day period, the Assistant Principals will meet with the Principal to discuss job responsibilities and performance.

Please send a resume, cover letter, and letters of recommendation to

Kelly Lanza, Principal

klanza@christtheteacher.org