

St. Peter the Apostle School

Job Description for School Secretary

JOB RESPONSIBILITIES:

SCHOOL OFFICE

- + Be prepared & flexible every day to help wherever needed
- + Strong organizational skills with the ability to prioritize tasks efficiently
- + Prepare deposits and deliver checks/cash for deposit to local bank(s)
- + Retrieve deposit bags from local bank(s)
- + Record all deposits on bank chronology spreadsheet as deposits are made
- + Filing school documents and records, manages document request to/from other schools
- + Answer all incoming calls and provide appropriate information as needed
- + Maintain the principal's schedule/calendar, adding essential items/information
- + Keep main office neat, organized, and welcoming for school visitors
- + Maintain and update all school family files, archiving family files as they leave
- + Provide information for all new families during summer when school office is closed
- + Give tours/answering questions from prospective families
- + Provide extended care information, collect payments
- + Prepares Wednesday Folder items for teachers and distributes through their mailboxes
- + Arranges for coverage of classrooms when needed using in-house coverage or substitutes
- + Tracks employee attendance/days off per Diocesan policies
- + Maintains civil and polite interactions with all guests, callers, staff and students
- + Other duties as assigned by Principal or Pastor

BACKGROUND CHECKS / SAFE ENVIRONMENT

- + Work with all parish ministries and school to make sure criminal background checks (original and renewals) are completed in accordance with Diocesan policies
- + Maintain up-to-date clearance, ethical standards and volunteer covenants for all ministries, parish personnel, and school parents/volunteers
- + Maintain school staff personnel files and ensure all needed documentation is current

PROFESSIONALISM

- + Maintains confidentiality at all times regarding students, staff, and school matters
- + Ensures appropriate decorum and interactions in the main office
- + Daily work hours are 7:15-3:15

OTHER INFORMATION

- + Prior school office experience preferred, but not required
- + Prior experience in Catholic education preferred, but not required
- + Prior experience with Power School and Google Applications preferred, but not required

Critical features of this job are described under the headings above. The principal reserves the right to adjust the duties and responsibilities as needed.

EMPLOYMENT STATUS: Non-exempt, full time, 12-month

REPORTS TO: Principal and Pastor