



# Good Shepherd Catholic School

Job Description: Assistant to the Principal  
12 Month Non-Exempt Employee  
Reports to Principal

## Summary:

Responsible for the smooth and efficient operation of the elementary school administrative office. Provide administrative assistance to the Principal, office and school staff and students by managing the school's financial records and transactions, answering/ screening phone calls, preparing correspondence and other written communication, receiving and responding to inquiries and requests, coordinating meetings and events, managing crisis situations, handling confidential information, and other related duties.

## Duties and Responsibilities:

### ❖ *Perform Financial Duties for the School*

- Maintain bookkeeping-related databases
- Prepare statements for money due (school tuition, aftercare, fundraising, volunteer hours)
- Maintain and organize invoices and packing slips
- Collect and counting monies for fundraisers, fines, fees, and other activities
- Prepare bank deposit
- Properly report all funds associated with the parish for inclusion in the church database for proper reporting during tax season and keeping track of the family's responsibility to the parish/ school.

### ❖ *Provide Administrative/ Secretarial Support to Principal and School Staff*

- Answer the phone, provide information, take and deliver messages, and direct callers to appropriate school areas
- Compose, type and/ or format correspondence, handbooks, reports and programs
- Create and maintain filing systems
- Distribute mail
- Issue and track building keys
- Other related duties

### ❖ *Pastoral/ Interpersonal Duties*

- Greet, welcome, and assist all staff, students, parents, community members, callers, and visitors to the school
- Diffuse conflicts and/ or difficult situations as needed in the school office. Monitor students sent to the school office for disciplinary reasons
- Monitor building visitors, visitor sign-in procedures, and building activities.
- Assist in crisis situations such as building evacuations, lockdowns, emergency situations and safety procedures
- Perform other job related duties as assigned, including providing back-up coverage to other positions, assisting students in the health clinic, and contacting parents/ guardians as necessary
- Maintain the office in all its capacities when the principal is out of the building

### **Job Description Accountability:**

- ❖ Respects Catholic values and aids students in Christian formation by exemplifying Catholic living both in and out of the classroom.
- ❖ Supports and embraces the Catholic Identity, Mission, Service and Beliefs of the school. ❖ Participates and meets the requirements of the For the Sake of God's Children program. ❖ Adheres to the Code of Ethical Standards defined by the Diocese of Wilmington.
- ❖ Completion of an acceptable background and screening reports and employment references.
- ❖ Treats confidential information about students, staff, and school affairs in a professional and ethical manner.

### **Ability To:**

- ❖ Maintain confidentiality in all aspects of the job.
- ❖ Take initiative / Work Independently
- ❖ Provide customer service and public relations skills.
- ❖ Think critically and solve problems.
- ❖ Manage time, maintain organization, prioritize tasks
- ❖ Accounting and bookkeeping skills.
- ❖ Manage multiple tasks with frequent interruptions.
- ❖ Manage multiple priorities.
- ❖ Diffuse and manage volatile and stressful situations.
- ❖ Communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- ❖ CPR and First Aid certification preferred.

### **Additional Preferred Qualifications but not required:**

- ❖ Operating knowledge of and experience with G Suite platform for education.
- ❖ Operating knowledge of and experience with typical office equipment, such as telephones, copier, etc.
- ❖ Operating knowledge of and experience with design programs such as Canva to create marketing materials.

### **Experience needed:**

- ❖ High school diploma or equivalent.
- ❖ Must be a minimum of 18 years old.
- ❖ Office management experience preferred.
- ❖ Experience working with elementary and middle school students preferred.