



La Purisima Catholic School - Job Description

POSITION TITLE: Administrative Assistant

STATUS: Part-time

SUPERVISING AGENT: Principal and Pastor

POSITION SUMMARY: The Administrative Assistant functions as an integral member of the main office team to support the daily operations of La Purisima Catholic School; prepare and carry out marketing efforts of new student enrollment and retention; works well with students, parents and the faculty and staff throughout the day; communicates effectively; handles multiple responsibilities

POSITION SCOPE AND ACCOUNTABILITY: Principal and Pastor

PROVIDES DIRECTION TO: Self

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

1. To respond to office visitors and answer/facilitate phone calls with a welcome that facilitates hospitality
2. To maintain the social media of the school
3. To prepare and carry out marketing efforts of the school
4. To effectively use technology to manage the functions and needs of the school community
5. To maintain staff and student privacy, dignity and confidentiality
6. To respond to the needs of administration and follow the guidelines for office procedures
7. To know and follow all policies and procedures which comply with Diocese, Department of Catholic Schools and local school
8. Ability to analyze a situation and respond to the needs of the office or person in need of assistance
9. Produce reports in an accurate and timely fashion for administrative review
10. Respond to student illnesses/injuries as needed, record those situations in the Health Log, and inform parents as the situation warrants

SUMMARY OF PERIPHERAL JOB FUNCTIONS:

1. Attend Diocesan, Financial Council and/or Consultative School Board meetings as required by Principal
2. Ability to work hours needed by school including school events
3. Assist with student supervision as directed by the Principal
4. Respond to student illnesses/injuries as needed, record those situations in the Health Log, and inform

parents as the situation warrants.

5. Order supplies, materials, textbooks, etc. as directed by the Principal
6. Monitor all line-item accounts to the general budget
7. Assist with vendor correspondence and coordination as directed by the Principal
8. Maintain satisfactory attendance record
9. Ability to use and make simple repairs to office equipment as needed
10. Ability to be flexible with the events of the day and to multi-task effectively
11. Ability to process admissions and transfer paperwork and work cooperatively with other members of the Office Team.

QUALIFICATION GUIDELINES

1. Bilingual
2. Must be 21 years of age
4. College degree work in accounting, business administration or related fields preferred
3. Exhibit knowledge and understanding of the Catholic School as a ministry of the Church.
5. Must love children and respond with care and concern.
6. Must be a warm, caring individual, capable of handling stressful situations.

EXPERIENCE: Experience in business and financial procedures including budget preparation and implementation, accounts payable and receivable, financial report preparation and accountability.

EDUCATION/TRAINING: Willing to further education as needed

SPECIAL REQUIREMENTS: Willing to further education as needed: Fulfill Diocesan requirements: Live Scan clearance, Safe Environment class; Mandated reporter clearance; TB clearance; Hepatitis B shots/waiver and all required forms signed.