



La Purisima Catholic School - Job Description

POSITION TITLE: Office Staff

STATUS: 12 month - Non-Exempt – Part Time

SUPERVISING AGENT: Principal

POSITION SUMMARY: The position of the Office Staff functions in intermediary role for open lines of communication between school and parents, staff, and administration; assists the administration in processing information, paperwork, and records for the school community; maintains order and establishes routine in meeting the varied needs of the school community; bookkeeper of parent service hours; monitors the Scrip program; oversees playground supervision.

POSITION SCOPE AND ACCOUNTABILITY: Principal

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 effectively use technology to manage the functions and needs of the school community.
3. To maintain staff and student privacy, dignity and confidentiality.
4. To respond to the needs of administration and follow the guidelines for office procedures.
5. To know and follow all policies and procedures which comply with Diocese, Department of Catholic Schools and La Purisima Catholic School.
6. Ability to analyze a situation and respond to the needs of the office or person in need of assistance.
7. Management of the Scrip program.
8. Maintain the records and process the billing of Service Hours.
9. Calendar appointments for the Principal.
10. Have a working understanding of the Facts Information System so as to assist parents with utilizing the program.
11. Respond to student illnesses/injuries as needed, record those situations in the Health Log, and inform parents as the situation warrants.
12. Oversees playground supervision.

SUMMARY OF PERIPHERAL JOB FUNCTIONS:

1. Ability to work hours needed by school including school events
2. Ability to use and make simple repairs to office equipment as needed
3. Ability to be flexible with the events of the day and to multi-task effectively.
4. Assist with hospitality and monitor the appearance of the faculty room and kitchen as needed
5. Ability to process admissions and transfer paperwork and work cooperatively with other members of the Office Team.
6. Order supplies, materials, textbooks, etc. as directed by the Principal
7. Assist with bilingual translation as needed.

8. Assist with vendor correspondence and coordination as directed by the Principal
9. Ability to process admissions and transfer paperwork and work cooperatively with the Office Team.
10. Assist with marketing efforts of the school.

QUALIFICATION GUIDELINES

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

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.

Notwithstanding setting forth a one-year term, it is understood that this employment relationship is “at will” and may be terminated by either party at any time before, during, or after the commencement of the school year. Written notice of termination /resignation shall be made in writing by the moving party, stating the effective date of termination/resignation.

Employee’s Signature

Date

Principal’s Signature

Date