



# ST. NORBERT

## CATHOLIC SCHOOL

*Truth ♦ Service ♦ Family ♦ Peace*

### **JOB DESCRIPTION**- Administrative Assistant

St. Norbert Catholic School is a Preschool through Eighth grade Catholic Elementary School in Orange, California. We are seeking an organized, self-motivated, and adept individual who is interested in becoming part of a team that is passionate about providing excellent service to our administration and school community. It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange.

### **Responsibilities:**

- Assist the principal and faculty with the daily operations of the school.
- Serve as school Safe Environment Coordinator/Record Keeper, maintaining compliance with Safe Environment policies. Attend required Diocesan meetings.
- Maintain an efficient recording and filing system for the school's main office.
- Prepare and send communication, such as newsletters and other materials, in both physical and electronic format.
- Serve as receptionist, answering incoming telephone calls, directing callers to the appropriate parties, and taking and distributing messages.
- Attend all faculty meetings, take minutes, write and disseminate information.
- Assist faculty in preparing requisitions of supplies and books and assist in the necessary checking of the deliveries made to the school.
- Sort incoming mail.
- Serve as part of the enrollment team, facilitating prospective families' applications, and then assisting them through the enrollment process.
- Onboard new families to the school through the dissemination of pertinent information. Serve as a resource for new families in regards to school life and requirements.
- Coordinate school photos and special event photos.
- Draft annual school calendar, all facilities requests, and ensure timely submission of/verification of facility requests.
- Maintain a cooperative work relationship with teachers, students, parents and staff
- Manage visitor logs and badges.
- Coordinate the school's hot lunch program and volunteers.
- Perform additional tasks and accept other responsibilities that are in the best interest of the school and that the principal deems necessary.

### **Qualifications, Education, and Experience:**

- Knowledge of Google Workspace (Gmail, Google Docs, Google Drive), Microsoft Word/Excel, Google Chrome, and ability to navigate various online services.
- Comply with all policies and procedures of the Diocese of Orange.
- Maintain a professional attitude and confidentiality.
- Communicate effectively in written and oral form.

- Short/Long-range organizational planning.
- Follow written and verbal instructions promptly and accurately.
- Work independently and require minimal supervision. Possess the ability to multi-task and be flexible to a changing school schedule.
- Work effectively and positively, as well as communicate cooperatively and courteously with school and parish staff and school families.
- Prioritize the workload/work under time constraints to meet deadlines; perform assigned work in a professional, timely, and efficient manner.

**Physical Demands & Environment:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** This position is a full-time, benefit eligible position, with a modified schedule over the summer months.

**Reports to:** Principal, Assistant Principal

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:  
[jjciccoianni@saintnorbertschool.org](mailto:jjciccoianni@saintnorbertschool.org).

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