



POSITION OPENING: Administrative Assistant to the Principal

St. Francis of Assisi Catholic School, a Preschool–8th grade institution in Yorba Linda, seeks a dynamic, experienced, and faith-filled Administrative Assistant to support the principal in daily operations. This is a 12-month position with flexible summer hours and reports directly to the principal.

POSITION DESCRIPTION

The Administrative Assistant to the Principal is a critical support role focused on enhancing the principal's effectiveness by managing delegated tasks with professionalism and confidentiality. Specific responsibilities include:

- **Managing the Principal's schedule:** Maintain and update the principal's calendar, schedule meetings, and ensure efficient flow of appointments and commitments.
- **Anticipating daily needs:** Proactively prepare materials, briefings, or resources the principal may require for meetings, events, or decision-making.
- **Coordinating logistics and projects:** Manage event setups (e.g., parent meetings, stakeholder meetings, staff lunches, and teacher in-service training), and oversee project timelines as directed by the principal.
 - Other event setups (e.g., Gala, Fall Fest, Golf Tournament, etc.) require prior approval from the principal.
- **Handling communication:** Screen and respond to emails or calls on the principal's behalf (when appropriate), draft correspondence, and manage incoming/outgoing mail and packages.
 - Prepare and email the Admin Team Meeting agenda and take detailed minutes during the meeting.
 - Prepare and distribute the Weekly Schedule for the staff (Week at a Glance) to ensure clear communication of key events and priorities.
 - Prepare staff birthday cards and assist the Communications Support personnel with mailing out the school Christmas cards.
- **Maintaining records:** Organize and update confidential files (e.g., student or staff records), contact lists, and spreadsheets with precision and security.
- **Running errands:** Perform school-related errands, such as picking up supplies or delivering documents, as requested by the principal.
 - Errands for other departments are not part of this role, as these departments have volunteers and committee members to handle their own errands. Any exceptions require prior approval from the principal.
- **Supporting school events and recognition:** Assist with logistical preparation for assemblies (Friday Community Prayer) or other school-wide activities under the principal's direction.
 - Prepare and print monthly FIAT student awards, Trimester Franciscan Awards, End of Trimester G.P.A. awards, and Trimester report cards with envelopes.
- **Managing orders:** Place Amazon orders for kitchen inventory and Principal-requested items to maintain operational efficiency.
- **Performing additional duties:** Execute miscellaneous tasks as assigned by the principal to support daily operations (e.g., preparing reports and ordering materials).

- **Collaboration:** Work closely with the administrative team (AP, Dean, Business Manager) to align efforts, while prioritizing the principal's needs above general office requests.
*Note: This role is dedicated to supporting the principal. Requests from other staff members must be approved by the principal to maintain focus and prevent overextension.

QUALIFICATIONS

- Practicing Roman Catholic with a deep commitment to faith
- Resourceful and innovative, capable of troubleshooting solutions, independently learning new tasks and systems with minimal guidance, and adapting efficiently to new challenges
- Exhibits strong self-initiative, proactively addressing needs and improving processes without constant direction
- Ability to manage multiple deadlines with strong prioritization skills
- Humble, coachable, and equipped with a strong work ethic, sense of humor, and discretion
- Strong proficiency in utilizing iPads, Mac computers, and PCs, along with their associated software (Microsoft 365 and Google Suite), design productivity tools (Canva, Adobe), and Student Information Systems (FACTS Management)
- Professional, poised, and adaptable in demeanor, with strong skills in building rapport while maintaining professional boundaries
- Flexible with scheduling, willing to work additional hours as needed
- Valid driver's license and confident driving ability
- Ability to perform physical tasks such as walking, bending, lifting up to 25 pounds, reaching, and standing for extended periods
- Exercises sound judgment, knowing when to act independently or consult the principal

EDUCATION AND EXPERIENCE

- Proven experience as an Administrative Assistant, preferably in an educational or professional setting.
- A minimum of 2 years of experience as an Administrative Assistant is preferred; candidates with less experience may be considered based on demonstrated knowledge, skills, and exceptional references.
- Must provide professional references specifically related to Administrative Assistant responsibilities.