



ST. TIMOTHY CATHOLIC SCHOOL

Academic Excellence, Diversity, Community, Values

Date: January 17, 2024

School Name: St. Timothy Catholic School

School Address: 1515 Dolan Ave, San Mateo, CA 94401 **School Phone:** (650) 342-6567

Contact Person: Dr. Ramirez Delgado

Position Title: Front Office Manager

Position Type: Full-time

JOB SUMMARY:

Serves as secretary to the school administration, faculty, students, and the St. Timothy Catholic School community. Performs a wide variety of complex and responsible secretarial duties, often of a confidential nature; coordinates communications and information; and assists with administrative and other non-routine duties.

ESSENTIAL JOB FUNCTIONS:

- Greets students, parents and other visitors as they enter the building
- Coordinates school events
- Keeps informed on regulations, policies, developments, assignments, and deadlines.
- Researches and assembles information for use with reports and other documents.
- Evaluates situations to take appropriate action or to direct to appropriate personnel for resolution.
- Screens and schedules appointments and keeps the calendar updated for school administration.
- Composes letters, memoranda, and other materials independently or from minimal instructions.
- Receives and prepares correspondence, reports, faxes, and e-mails.
- Maintains administrative correspondence and confidential files.
- Maintains tuition records, informs parents, and maintains records of enrollment protocols.
- Disseminates information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Assists in planning details for meetings, conferences, and other public gatherings.
- Assists in arranging business/conference travel for Administration at St. Timothy Catholic School and the St. Timothy Catholic School Board.
- Assist in meeting preparations and school events/receptions.
- Screens visitors, telephone calls, and mail.
- Processes requisitions and travel requests and orders office supplies via the computer system.
- Verifies Administrators, Absence Records.
- Monitor office expenses and cost
- Maintains a team-oriented atmosphere in the St. Timothy Catholic School offices.
- Performs other duties as assigned.



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ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience in secretarial work. Modern office practices and equipment; personal computer applications in the Windows Office environment (e.g., Microsoft Word, PowerPoint, Publisher); Google Workspace (e.g., Google Slides, Sheets, and Docs); business letter and report writing; English usage, spelling, grammar, and punctuation; proofreading and editing; organization and collection of data; office management techniques; principles of supervision.
- High school diploma or equivalent supplemented with business or technical (secretarial) training school

Compensation and Benefits:

Salary commensurate with the Archdiocese of San Francisco Elementary Salary Scale; \$47,965 - \$64,896, medical/dental benefits eligible

Application Instructions:

Interested candidates should submit resume, cover letter, and references via email to: Dr. Ramirez Delgado - jramirezdelgado@stitimothyschool.org

STATEMENT OF NON-DISCRIMINATION St. Timothy Catholic School adheres to the following policy: "All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)