

**Mercy High School
Job Description**

Job Title: Main Office and Administrative Assistant to the Assistant Heads of School
Department: Administration
Reports To: Assistant Heads of School for Student Life and Academics
FLSA Status: Hourly Non-exempt, 10 month employee (August- June)
Hours: 8:00AM-4:30PM Monday- Friday
Prepared By: Natalie Cirigliano Brosnan
Preparation Date: October 2025

Summary:

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Main Office and Administrative Assistant to the Assistant Heads of School reports to the Assistant Heads of School for Student Life and Academics and is responsible for supporting day to day school needs inclusive of student attendance, student activities, teacher substitution needs, student behavior, security, school safety, transportation, and student life programs, including athletics and student activities.

Qualifications:

The Main Office and Administrative Assistant to the Assistant Heads of School should be an innovative and faith-filled individual who is comfortable providing management support in various school life areas, who has a deep passion for supporting women’s education and programs, and who models ethical and moral decision-making.

To perform the job successfully, the individual should be able to communicate with a gentle firmness, displaying compassion and empathy while treating all stakeholders with dignity. The individual should be a strong colleague who communicates with warmth and transparency, honors confidentiality, and sees great value in the parent-school partnership.

The Main Office and Administrative Assistant to the Assistant Heads of School must enjoy working with teenagers and adults and possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; needs excellent time management skills and the ability to prioritize work; needs strong organizational skills and be detail-oriented, with the ability to multitask and meet multiple deadlines; meet challenges with a sense of humor and a “can do it” attitude. Must be a problem solver.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the person should have the following experience and/or education to perform the job successfully:

An individual must have related administrative assistance experience, preferably 3-5 years and experience in a school setting. Must have experience in which the candidate had various projects to manage at one time. Must have proficiency in working with Google Suites; experience with PowerSchool, Schoology, and Magnus preferred. Bilingual applicants preferred.

Essential Duties and Responsibilities include the following.

- Serve as a key member of the Main Office Administrative Staff, completing tasks such as answering phones, greeting visitors and extending hospitality, supporting mailing needs, and supporting student medical needs
- Supports the Assistant Head of School for Academics (AHOSA) in supporting student academic needs of the school including, but not limited to:
 - Works with AHOSA to coordinate Annual Performance Reviews; schedules pre- and post-observation meetings and observations
 - Schedules academic support, academic probation, and remediation meetings with families
 - Serves on Graduation Committee; schedules and reserves the venues for all graduation events; oversees awards and graduation programs and awards; supports all graduation events and ceremony needs
 - Oversees daily teacher substitution needs
 - Oversees Honor Societies
 - Serves as notetaker for Academic Council and all academic meetings
 - Supports special projects as assigned
- Supports the Assistant Head of School for Student Life in supporting student life needs of the school including, but not limited to:
 - Support school safety needs and emergency planning
 - Support student discipline and detention needs
 - Support daily attendance records
 - Support student life calendaring and scheduling needs
 - Support lunch duty supervision
 - Support school shuttle and transportation program
 - Support student activities
 - Create and maintain certain database and spreadsheet files related to above responsibilities.
 - Special projects as assigned
- Support the school transportation needs of the school including, but not limited to:
 - Ensuring all shuttle maintenance concerns are shared with the Director of Maintenance and Facilities
 - Manage day to day shuttle needs as it relates to daily transportation and athletic transportation needs
 - Maintain a student shuttle communication list to support communication needs as they arise
- Supports Career Day planning and organization and runs day of scheduling and welcoming needs
- Support the Athletic Director in supporting student- athlete needs of the school that arise
- Support upkeep of Magnus system
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Oversee Athletic Facility Rental needs beginning fall 2026
- Update, maintain, and support office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Provide general support to visitors that models Mercy's mission and hospitality
- Produce and manage field trip forms, waivers, and handbook acknowledgment forms
- Collaborate with other administrative assistants to handle requests and needs from school leadership
- Additional duties that arise and are deemed necessary

Supervisory Responsibilities

This job has no direct colleague supervisory responsibilities but does support student supervision needs of the school.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

Customer Service - Responds promptly to internal and external customer needs (the Board, faculty, parents, and so on); Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Uses discretion in dealing with the school's many constituencies both in giving and receiving information; Listens to others without interrupting.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Judgment - Exhibits sound, accurate and appropriate judgment; Includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent. Willingness to work evenings and weekends as required to support school activities and events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to

reach goals.

Initiative - Undertakes self-development activities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

Physical Demands

The physical demands described here 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 functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and stoop or, kneel. The employee must occasionally lift and/or move up to 25 pounds while carrying dishes down flights of stairs for executive meeting luncheons/dinners. The employee may need to carry items from the main school building to Russell Hall which is downhill going; uphill returning. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions while walking from the main building to Russell Hall located down the hill.

The noise level in the work environment is usually moderate.

Must also be able to attend occasional meetings in late afternoons, evenings and weekends.

Salary Salary is commensurate with experience of the applicant. Hourly rate ranges between \$23-28/ hour depending on experience.

Send resume and cover letter to: Lynn Beal at lbeal@mercyhsb.com
If emailing, please use subject line “Main Office and Administrative Assistant to the Assistant Heads of School”

STATEMENT OF NON-DISCRIMINATION

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)