



JOB POSTING

St. Monica Catholic Academy Administrative Assistant

Job Details

Title Administrative Assistant

Location: St. Monica Catholic Academy, Edmond, Oklahoma

Job Type: Full-time

Salary: Dependent on experience

Start: Immediately

Apply Online: <https://archokc.schoolspring.com/?jobid=5528243> Application must be received online prior to interview.

JOB SUMMARY

Located in the Archdiocese of Oklahoma City and canonically established by Archbishop Paul Coakley in 2025, St. Monica Catholic Academy is a newly founded Catholic classical school in Edmond, Oklahoma, opening in fall 2026. It will begin with grades PreK4 through 2nd grade, expanding one grade level annually toward a full PreK–12 program. Rooted in the Catholic intellectual tradition and a classical liberal arts curriculum, the academy's mission centers on forming the whole person through a joyful encounter with Jesus Christ through daily Mass, a rich sacramental life, and the harmonious integration of faith, reason, and culture. It emphasizes the careful cultivation of intellectual and moral virtues, the diligent practice of the manual arts, and a deep and abiding appreciation of the timeless treasures of Christendom, preparing students not as mere efficient workers but as truly free citizens of the earthly city and saints destined for Heaven.

Under the direction of the Headmaster and Head of Lower School, the Administrative Assistant performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures; greets and interacts with the public, works cooperatively with staff, students, and parents, and performs other related duties as assigned. This position is required to convey the Church's message and to assist in carrying out the Church's mission. This position is required to uphold the standards of the Catholic Church in his/her day-to-day work and personal life. All employees are expected to be persons of integrity and must conduct themselves in an honest and open way, free from deception or corruption and in a manner consistent with the discipline and teachings of the Catholic Church. Employees are expected to follow rules of conduct that will protect the interests and safety of all, including the standards and policies set forth in the Archdiocesan Code of Conduct, Archdiocesan Policies and Guidelines, Parent/Student Handbook and Employee Handbook.

PREFERRED QUALIFICATIONS

- College Degree or Two years' clerical/ secretarial experience
- Previous experience in a school setting working with diverse groups of adults and children.
- Ability to perform minimal bookkeeping
- Knowledge of modern office practices and public relations
- Ability to maintain clerical records and prepare simple reports
- Ability to learn and interpret rules, regulations, laws and policies
- Ability to perform required clerical work accurately and within established guidelines
- Ability to operate a variety of office equipment
- Ability to utilize word processing, data base, spread sheet programs, content creation programs
- Ability to meet and interact with public and employees with tact, courtesy and joy
- Ability to compile information from various sources and type on a variety of types of communications
- Ability to exercise independent judgment in the interrelation and application of standard practices and protocols
- Ability to demonstrate positive attitude, team cooperation, and positive work performance for the purpose of maintaining the instructional process and well-being of the school
- Ability to work independently

- Wide range of Technology skills
- Excellent oral and written communication skills
- Valid driver's license

ESSENTIAL FUNCTIONS

- Maintains confidentiality regarding school matters, and handles confidential information
- and documents with complete discretion
- Follows the school's discipline policy for students
- Maintains an orderly and safe work environment free of hazards
- Acts in a professional manner in demeanor and work habits
- Meets and interacts with the public in routine situations which require tact, discretion and
- positive demeanor
- Gives information and interpretations of policies or procedures related to department or school
- Establishes, maintains and monitors accurate, neat and efficient electronic and manual filing systems
- Sorts and classifies incoming mail and other information for efficient disbursement to appropriate persons
- Prepares letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials from marginal notes, rough drafts, verbal instructions or dictating
- Compiles information from various sources on a variety of standardized document types
- Assists the principal in the orientation and training of employees or volunteers
- Orders/tallies lunches daily and provides month-end reports
- Gathers and prepares appropriate attendance/ accounting in the school student information system
- Enrollment and discharge paperwork, Requests records from prior schools, distributes school records.
- Assist in the necessary preparation for a start-up school

MARGINAL FUNCTIONS

Other duties as assigned.

PHYSICAL REQUIREMENTS and DEMANDS

Not limited to the following:

- Physical ability to perform the above listed essential functions with or without reasonable accommodation.
- Sitting or standing for long periods of time
- Walking/ climbing stair
- Occasional lifting (up to 20 pounds) of materials for meetings, presentations or other duties

WORK ENVIRONMENT

This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

TRAVEL

Travel is required as needed to attend workshops and in-service trainings sponsored by the Archdiocese and others approved by the principal.

Note: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position. Nothing in this job description restricts management's right to assign or reassign job duties as required. This job description is not to be construed as a guaranteed contract of employment for a definite period of time.

Work Eligibility: Citizenship, residency or work visa required

Contact: Lara Schuler, Senior Director of Catholic Education, LSchuler@ArchOKC.org

Alternate Job Contact: Richard Meloche, Headmaster, rmeloche@stmonica-academy.org