



Christ the King Parish School seeks a passionately Catholic Administrative Assistant to work directly with the Principal. Tasks include campus ministry, project coordinating, event planning, purchasing and inventory, secretarial office duties, scheduling, recess and lunch duties and more. 25 hours per week, 42 weeks per year

Administrative Assistant Job Description

Position Name: Administrative Assistant	Reports To: Principal
Effective Date: 08/19/2024	Current Employee:
Classification: Non-Exempt	7:40am-12:40pm M-F

GENERAL STATEMENT OF DUTIES: Demonstrates a positive and caring attitude with administrators, students, staff, and parents. Provides administrative support and skilled secretarial services to the school office staff. Performs other work-related duties as requested by the principal.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

- Supports Campus Ministry and Catholic Identity Initiatives
- Answers and screens calls, answers questions, and forwards messages in a timely manner, resolving problems within scope of authority and responsibility
- Greets and receives visitors to the school and directs them to the appropriate parties
- Assists with deliveries
- Performs secretarial duties for the principal and other school staff, as needed
- Coordinates and Orders meals for trainings, etc
- Receives and distributes incoming mail and assures that outgoing mail is picked up by the post office each day
- Provides first aid, handles sickness and injuries, and dispenses medications. Participates in training sessions for immunizations, Bloodborne Pathogens, Medication Administration, first aid, and CPR in accordance with Archdiocesan policies and guidelines.
- Maintains enrollment in the Central Background Registry



- Utilizes the FACTS Student Information System for Attendance, Medication Administration, etc
- Maintains inventory and requisitions office/school supplies as needed
- Collaborates on and coordinates production of school yearbook
- Coordinates school picture day
- Coordinates Emergency substitute planning/scheduling
- Coordinates time off request forms
 - a. Note on Staff Calendar
 - b. Put Copy of Signed Form in Staff Mailbox
 - c. Add to timesheets folder for payroll
- Annually update homeroom “emergency binders”
- PCO Liaison
- Collaborate on Graduation Planning with PCO and 8th Homeroom Teacher
- Maintains principal’s calendar
- Tracks and maintains record of annual teacher spending
- Schedules and helps facilitate and document fire and earthquake drills
- Designs and orders 8th grade sweatshirts
- Prepares and facilitates sub information sheet, keys, walkies and FAQ/important information about our school
- Assist with the coordination of Parish initiatives
- Completes Annual Update of Employee Favorites Google survey to be completed during in-service week
- Maintains and distributes school radios
- Schedules and Coordinates bi-annual staff CPR/First Aid classes
- Purchases, Obtains and Coordinates Extended Care Snacks and Menus and PreK Milk
- Organizes Purchasing and Inventory of Classroom Instructional Materials and Walter E. Nelson Janitorial Supplies
- Works Playground, Lunch and I.A. Duties as Necessary

EDUCATION/EXPERIENCE:

High School diploma or equivalent. Secretarial experience preferred. Practicing Catholic with thorough knowledge and understanding of Catholic teachings, practices and organizational structure. Valid driver’s license required.



PHYSICAL DEMANDS/WORKING ENVIRONMENT:

While performing the usual duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds. Drives to purchase necessary office supplies and food items. Incumbent is required to perform extensive computer work in a school or office setting. Employee may be required to attend occasional evening meetings and/or events.

SUPERVISES: N/A

Employee Signature

Date

Supervisor Signature

Date