

SMARY'S PARISH SCHOOL

The position of School Secretary for St. Mary's Parish School provides vital administrative and clerical support within the school, acting as a first point of contact for students, parents, and staff. This individual will handle a wide range of tasks, including managing students records, scheduling appointments, answering phones, and assisting with school events. Effective communication, strong organizational skills, and the ability to maintain confidentiality are essential qualities for this role.

Core Responsibilities:

Front Desk Management

Answering phones, greeting visitors, and directing them to the appropriate individuals or locations.

- **Record Keeping:**

Maintaining student and staff records, managing attendance, and handling admissions and transfers.

- **Communication:**

Drafting and sending correspondence, managing email and other forms of communication, and disseminating information to stakeholders.

- **Scheduling:**

Managing calendars, scheduling appointments, meetings, and events, and coordinating school activities.

- **Office Support:**

Performing general office duties such as data entry, filing, photocopying, and maintaining office supplies.

- **Event Support:**

Assisting with the planning and execution of school events, parent-teacher conferences, and other gatherings.

- **Confidentiality:**

Handling sensitive information with discretion and maintaining the privacy of records and communications.

Key Skills and Qualifications:

Communication Skills:

Excellent verbal and written communication skills are crucial for interacting with students, parents, staff, and the public.

- **Organizational Skills:**

The ability to prioritize tasks, manage time effectively, and maintain organized records is essential.

- **Computer Skills:**

Proficiency in standard office software (word processing, spreadsheets, email) and school-specific software is required. (will be trained)

- **Customer Service Skills:**

Providing excellent customer service to all stakeholders is an important aspect of the role.

- **Problem-Solving Skills:**

The ability to address issues and resolve problems that arise in a school environment is valuable.

- **Adaptability:**

School secretaries often need to adapt to changing situations and handle a variety of tasks and responsibilities.

Education Requirements:

Bachelor's degree preferred

Additional Requirements:

CORI Background Check

Safe Environment Training

Finger Printing

Commitment to Mission:

St. Mary's Parish School is committed to the spiritual, academic and moral formation of our students in Pre-K through 8th grade. We provide an education based on the tenets of the Catholic faith that allows our students to flourish as human beings in the love of God and Neighbor. We welcome candidates that will be dedicated to our mission and that of the Catholic Church.

Compensation:

This is a full time, 12-month, salary position.

Starting Pay: \$35,000/yr with benefits (upon request)

Vacation Time: 0-5 years: 10 days paid (or 80 hours)

Sick Days: 9 Days

Personal Days: 2 Days (or 16 hours)