

# Saints Peter and Paul Catholic School

## Tulsa, Oklahoma

### SCHOOL ADMINISTRATIVE ASSISTANT

Division/Department:	School Administration	Reports to:	School Principal		
Job Code:	Admin 001	Job Classification:	Non-Exempt	Updated:	02/04/2020

#### POSITION SUMMARY

Position is responsible to coordinate, organize, oversee, and perform everyday clerical and administrative duties associated with school operations. This position also provides secretarial assistance to the principal and serves as a liaison between students, staff, and parents. Handles daily work pressures, requiring a high level of constant concentration to a high volume of clerical work which must be completed within a limited period of time. Must be able to successfully perform the essential duties and responsibilities in an environment with constant interruptions.

#### POSITION RESPONSIBILITIES

- Oversee, coordinate and perform day to day school clerical/administrative functions.
- Prepare and maintain student records to ensure that they are updated regularly, including electronic student information system.
- Provide secretarial assistance to the principal by relieving him/her of administrative tasks such as composing, typing and editing letters and bulletins.
- Draft and distribute school newsletters, memos and agendas, and notification systems.
- Serve as receptionist. Direct visitors and parents to correct school personnel; answer telephone calls and transfer calls to the appropriate recipients.
- Attend school board meetings as acting recording secretary.
- Transcribe minutes accurately and forward to designated staff.
- Mail distribution, collating, filing, faxing and sorting activities.
- Manage purchase orders and authorizations.
- Relay information to faculty and students using a variety of mediums.
- Maintain student attendance and immunization records.
- Provide support to new teachers and office staff orientation.
- Administer first aid and CPR during times of emergencies.
- Assist parents with school registration and admission procedures.
- Distribute and collect textbooks and school supplies.
- Broadcast announcements over the public-address systems.

#### REQUIREMENTS

- At least one-year related experience in typing, general clerical experience required. Previous successful experience working in a school/academic setting strongly preferred, but not required.
- High School diploma or equivalent is required.
- Proven written and verbal communication skills. Must be adept at communicating with a diverse population, such as school officials, parents, students, and vendors.
- Strong organizational and interpersonal skills are required. Must be detail-oriented, able to multitask, possess strong time-management and problem-solving skills.
- Be able to work independently as needed and understand basic customer service concepts.
- Must have demonstrated proficiency in MS Office and the ability to learn and adapt to new electronic interfaces when necessary.
- Ability to communicate fluently and effectively both orally and in writing in English. Spoken proficiency in Spanish is required.

#### PHYSICAL / MENTAL REQUIREMENTS

- Requires considerable concentration and focus. Position subject to stress caused by a changing environment, diversity in the organization, deadlines and workload.
- Normal concentration/intensity, which includes prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Normal complexity of decision making.
- Normal physical mobility, which includes movement from place to place on the job.
- Normal physical strength to handle routine lifting and transporting of moderately heavy objects, such as computers, books, and peripherals.

## **WORK ENVIRONMENT**

- The duties of this position are typically performed in an office setting with normal ranges of temperature and a moderate to high level of office background noise.
- Most of the duties are performed while sitting at a desk.
- Communication typically occurs through face-to-face interaction, as well as via e-mail, telephone and written correspondence.
- This job also requires the ability to use other office equipment such as multi-line telephone, copier, fax machine, etc.
- Occasional travel to meetings throughout the office and at other church/school office sites and other locations.
- Constantly work in a team environment, effectively and efficiently achieving goals, improving processes and resolving problems.
- May work more than 40 hours per work as needed.