



### **Administrative Assistant Main Office**

**ORGANIZATIONAL UNIT:** Administration

**REPORTS TO:** Assistant Principal

**FLSA:** Exempt, 12-month

**DATE:** October, 2022

### **DUTIES/RESPONSIBILITIES:**

1. Keeps accurate records of student absence and lateness, maintains attendance folder, securing notes, etc.
2. Processes attendance reports
3. Is responsible for making phone calls relating to absences.
4. Updates student discipline records in Admin. Plus at the direction of the Assistant Principal.
5. Is responsible for answering phones and handling mail in the main office.
6. Assigns student lockers and combination locks.
7. Coordinates with the Club Moderators and teachers to produce end-of-year Leadership awards.
8. Assists the Principal with graduation activities.
9. Manages Student of the Month awards.
10. Coordinates school forms as needed with vendors.
11. Coordinates communication and orders through Balfour for class rings and graduation materials for students and staff.
12. Gathers information for the student folders for orientation.
13. Coordinates staff and student pictures and ID cards with the picture vendor, organizes new pictures and cards for each school year.
14. Assist class moderators with coordinating proms, sophomore dance and Harvest Ball.
15. Complete other duties as assigned.
16. Coordinates staff and student parking.
17. Works with Director of Facilities for building use calendar.
18. Orders student name tags.

### **General Administrative:**

- Receives and routes incoming phone calls responding to general and specific inquiries, forwarding the more complex issues to supervisory personnel and referring callers to other resources as appropriate.
- Develops and maintains electronic and manual filing systems.

- Responds to routine correspondence, drafts correspondence for supervisory signature and prepares other correspondence from handwritten and typed materials.
- Undertakes research assignments as requested.
- Plans and implements routine and special projects as needed or requested.
- Compiles data and creates routine and special/ad hoc reports.
- Monitors office supplies and related inventory. Prepares purchase order requests for approval.
- Provides back-up support for the other school support staff as needed.
- Provides technical and manpower assistance for school events as assigned.
- Attends and participates in staff meetings, retreats, and job-related/career development workshops and/or seminars as requested.
- Works the hours of 7:30 AM – 3:30 PM and additional hours if needed for special events held at school.

## **EMPLOYMENT STANDARDS**

AA degree in Secretarial Science or Business and a minimum of four years related experience or/ and equivalent combination of education and experience preferred. Demonstrated proficiency with WORD and EXCEL current office practices and a willingness and ability to learn new software packages required. Previous experience with electronic mail and MICROSOFT OFFICE desired. Must be customer service oriented and have the ability to: interact effectively with people; organize work; successfully manage priorities, project professional image, follow oral and written directions and identify, analyze and solve problems.

Position requires long periods of sitting; intermittent standing and bending. Must be able to move freely throughout the building in a timely and efficient manner and lift approximately 10 –20 lbs. regularly.

*The Catholic High School of Baltimore* provides a quality, college preparatory education, rooted in the Franciscan tradition for young women. Catholic High challenges its young women to academic excellence, responsible leadership and Christian community service. The school is sponsored by the Sisters of St. Francis of Philadelphia since 1939.

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Please email your letter of interest, resume, salary requirements, and three references to Ms. Eileen Tramontano at [etramontano@thecatholichighschool.org](mailto:etramontano@thecatholichighschool.org). No phone messages please.