

Purpose of Position: To provide assistance to the administrators of the school office in accordance with the school mission statement and philosophy. Administrators include the principal, assistant principal, dean of academic support, and, on occasion, the director of finance.

General Responsibilities:

The mission of Holy Family Catholic High School is to offer students excellence in education by providing opportunities to grow spiritually, morally, intellectually and physically within a community of faith. We empower and encourage our students to achieve personal excellence, to use their talents to lead, to serve God, one another and the larger community. Each employee is expected to support and promote that mission.

Wage: \$15-18 hourly, benefits and vacation. Full time during the school year. Reduced summer hours.

Representative Responsibilities:

- To be present where needed, when needed, and ready to work as needed in order to meet the responsibilities of the position;
- To work collaboratively and maintain collegial atmosphere in the school office;
- To screen and check in visitors to building and ensure guidance to destinations;
- To welcome and respond to school visitors;
- To learn and navigate school information systems, including attendance, school schedules, and other functions as required;
- Compile and manage information: daily attendance, AP exam requests and payment, academic event programs, permission forms, etc.
- Communicate with parents, faculty, and staff to resolve discrepancies in attendance, Essential 3 requirements, and some payment obligations;
- Submit and track requests for school records for incoming students;
- Maintain files for incoming students until complete and ready to move to Guidance and Counseling;
- Organizes and executes mailings throughout the year, especially the summer packet;
- Collects and distributes a.m. and p.m. announcements;
- Manage petty cash;
- Contribute to the faith community of the school by personal modeling and participation;
- Participate in in-service classes, workshops, and staff development opportunities as appropriate;
- Communicate appropriately with all constituencies;
- Maintain/Order supplies;
- Conduct all professional activities in accordance with stated school policies;

Other Responsibilities:

- Perform other duties and assume other responsibilities as assigned

Qualifications:

- High School diploma or equivalent

- Ability to work together and maintain collegial atmosphere in the office
- Have knowledge of and support Catholic School mission and philosophy
- Proficient in MS Office Suite (Word, Publisher, and Excel) with the ability to do mail merge
- Ability to demonstrate or willingness to learn other technology skills as the position demands
- Strong written and oral communication skills
- Ability to manage multiple tasks and achieve deadlines under pressure
- Organizational skills
- Virtus training and background checks renewed every three years.

Mental Demands:

- Ability to exercise patience
- Ability to communicate clearly to students, parents, and visitors
- Ability to maintain confidentiality as situations require
- Ability to anticipate needs

To Apply:

Send resume to Kathleen Brown at HFCHS or email to brownk@hfchs.org