

Administrative Assistant Job Description

Name: _____

School Name: _____ City: _____, TX

Job summary: The Administrative Assistant fulfills the mission of the Catholic school by providing general organizational support within the framework of the school's philosophy, organization, and policies. The Administrative Assistant serves as the assistant to the principal by supporting the administrative needs of the principal and assigned office duties. The Administrative Assistant has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Provides comprehensive secretarial duties for the principal and school office
- Supports the principal in the preparation of documents, reports, and correspondence
- Supports the principal in their work with the Board, personnel, facilities, vendors, and volunteers
- Assists in maintaining the principal's and school's main calendar
- Maintains current and accurate records according to school policy
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff
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Important job functions:

- Serves as a professional representative of the principal and school
- Communicates effectively with those in the school community
- Collaborates with peers to enhance the work environment and support organizational planning

Minimum qualifications:

Education/Certification:

- High school diploma or equivalent

Experience

- Experience as secretary or administrative assistant

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of Microsoft Office applications
- Knowledge of use of office equipment
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format

- Skill in job appropriate technology
- Skill in critical thinking and planning

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Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard office and school conditions

Mental/Physical Demands:

- Required to lift or carry office supplies, furniture, and equipment at a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

FLSA classification: Exempt X Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____