

Executive Assistant Job Description

Name: _____

School Name: St. Elizabeth Ann Seton Catholic School City: Keller, TX

Job Summary: The Executive Assistant fulfills the mission of the Catholic school by assisting the Principal and other administrators with the management of the school's front office area and other administrative duties. This position reports to and is 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
- Assists the administration with starting and ending of the school year
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits

Important Job Functions

- Collaborates with peers to enhance the work environment and support the school
- Communicates effectively and responds to messages in a timely manner
- Issues documents and forms to faculty, students, and parents as needed
- Performs other duties as assigned by the Principal

Job Duties

Basics

- Secretarial duties for principal & assistant principal (correspondence, faxing, copying, making phone calls, keep files, calendar, contact teachers, etc.)
- Responsible for answering machine (record messages, check daily)
- Daily start up before school day begins (doors, lights, open Raptor on receptionist's computer, post sub list, employee sign-in sheet)
- Makes sure substitutes are set (keys, who they are & when, substitute sheet, lesson plans/sub folders)
- Picks up teachers' morning folders
- Covers front desk as needed
- Assists with copy machines and coordinating field trips
- Coordinates donation letters
- Coordinates school pictures
- Orders products (construction paper, butcher block paper, laminating film)
- Completes government forms, copy, & file
- Works with nurse regarding student immunization records & health reports
- Works with church personnel regarding new family needs and shares sacramental records
- Types and maintains minutes for office & faculty meetings
- Notifies school advisory council members of meeting changes when necessary

Registration

- Answers enrollment inquiries
- Schedules shadowing
- Maintains registration paperwork, packets, book (update, distribute, process)

- Collects fees
- Schedules new student assessments with teachers, learning lab, and assistant principal
- Schedules new family information exchange and/or interviews with principal
- Informs all who need to know of change in student status (change classes, new during year, withdrawing)
- Keeps Parent & School Association's mentor family chairperson updated with new family information

Students

- Maintains student files (enrollment requirements completed, manage testing results & pictures annually)
- Processes transcript requests (incoming & outgoing)
- Sends Nolan 8th graders' mid-year and end-of-year records

RenWeb

- Enters student data & update as needed, including withdrawals
- Prints new student permanent records
- Enters and/or transfers students in classes for PK-3rd grades
- Creates reports (i.e. class listing recommendations, government data)
- Enters all new employees & updates as needed

Minimum Qualifications

Education/Certification:

- High school diploma or equivalent

Experience:

- Experience as a 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
- Ability to be self-motivated and work independently
- Ability to work with others and relate to students
- Ability to communicate effectively in both written and verbal form
- Skill in handling multiple tasks simultaneously
- Skill in job appropriate technology

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 supplies, furniture, and equipment to 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 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 _____