

St. Mary Catholic Community School
Job Posting
School Secretary

Title /Position: School Secretary
Date Posted: February 2, 2019
Date Close: March 15, 2019
Employment Type: Full Time
Start Date: Monday, Mary 20, 2019
Corp Name: Diocese of Gary
School: Saint Mary Catholic Community School
Level: Preschool – 8th Grade

SCOPE OF JOB:

To ensure the smooth and efficient operation of the school under the direction of the school principal to oversee, coordinate, organize and perform the day-to-day secretarial and administrative details; serve as liaison between students, staff, parents, and the community.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Warmly greets visitors.
- Answer office telephone and respond appropriately to requests for information and routing of messages. Screen calls and visitors to the principal which do not require the principal's attention.
- Record answer machine messages.
- Maintain, monitor, and record all staff and students' attendance, record daily calls to parents regarding student absences; compile and generate attendance reports. Generate letters to parents as needed.
- Reply to requests for student records.
- Schedule appointments for principal on electronic calendar.
- Process and file student behavior forms
- Coordinate student Field Trips which includes acquiring transportation and issuing permission slips.
- Maintain a regular file system as well as a system for confidential student information.
- Assist students with health needs in absence of nurse.
- Record transportation changes.
- Verify and submit time sheets for support staff and substitutes.
- Open, sort, screen, and distribute mail
- Arrange substitutes for teachers and support staff. Maintain file of Substitute Requests.
- Complete training in CPR every two years.
- Monitor security doors and Sign In/Out logs for students, staff, and visitors.
- Maintain school activities calendar (on the wall), as well as electronic school calendar.

- Make announcements and operate the school intercom system.
- Order and maintain office supplies as needed.
- Give tours of school
- Maintain One-Call System
- Prepare packets and attend Open House.
- Attend Back to School night.
- Attend Parent/Teacher Conference night, and hand out report cards
- Operate standard office equipment (fax, copy machines, laminator)
- Translate documents, written and verbal.
- Proofread documents for principal.
- Maintain spreadsheet for Baptisms performed and mail Congratulation letter and Wildcat Bear.
- Coordinate development of Family Directory.
- Maintain a clean, attractive, orderly, safe, and efficient office environment.
- Maintain confidentiality and loyalty to employer.
- Perform other related duties as assigned.

Job Qualifications

Experience Preferred.

Bilingual is a BIG plus!

Contact Information

Name: Tom Ruiz

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Crown Point, IN 46307

Application Instructions

Candidates should send resume, cover letter, and letters of recommendation to principal Tom Ruiz at truiz@stmarycp.org with "School Secretary" in the subject line.