



St. Edmond Catholic School
Position Description: Executive Administrative Assistant

Job Title: Executive Administrative Assistant

FLSA Status: Exempt

Department: Education Support

Hrs/Week: 40

Reports To: Principals

Revised Date: August 2022

St. Edmond Catholic School Mission Statement:

St. Edmond Catholic Schools partners with families in providing their children an excellent Catholic education, holistic formation, and a community in which Christian discipleship is our goal.

Primary Purpose – Provide for the efficient operation of the Principals’ offices and enhance staff effectiveness. Respond to questions and inquiries from students, staff, and parents. Provide support around recruitment and new student onboarding. Act as the lead for school functions and activities.

Essential Functions:

1. Under the direction of the building principals, plan and coordinate activities. Duties include arranging for meeting rooms and refreshments if needed; attending and hosting special functions, activities and events.
2. Oversee the coordination of prospective student recruitment and onboarding new students. Provide prospective and newly enrolled families with accurate and up-to-date information regarding registration requirements, school programs, and enrollment information.
3. Provide superior customer service and support to current and prospective families by responding promptly and professionally to inquiry calls and requests for information using a variety of communication which includes mail, phone, email and text.
4. Keep an accurate record of student attendance by taking phone calls, recording absences, writing passes for absences and collecting notes for the school nurse. Make sure all students are accounted for. Run attendance reports and flag absences.
5. Assist absent students by collecting books and homework and assisting with known absence form. Collect field trip forms for activities.
6. Organize Wednesday school. Print absences and tardies. Run commons list weekly.

7. Supports the needs of all non-instructional classified staff in the school buildings.
8. Oversees the scheduling of substitute teachers as needed.
9. Maintain confidentiality of student and school information at all times. Possess understanding of school policy and be able to answer routine questions regarding such policy.
10. Performs other duties as assigned by the building principals.

Collaborative Relationships: Interacts extensively with the following:

- Administrative staff
- Counseling staff
- Students and parents
- School supporters and stakeholders including prospective and new students

Supervisory Relationships:

This position does not have any supervisory responsibilities.

Knowledge, Skills, Experience Required or Preferred:

Two years of advanced training in business administration, office procedures, accounting or general clerical skills required. Minimum of two years experience in secretarial duties and/or office management required. Strong computer skills with detailed knowledge of Windows-based word processing, databases, and spreadsheets required; experience with desktop publishing helpful. Excellent organizational and communication skills needed, including the ability to deal tactfully and graciously with the public. Respect for confidentiality of work and school records is absolute. Bilingual language skills (Spanish/English) highly desirable.

Physical and Cognitive Requirements:

Active work: the physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. While performing this job the staff member must be able to:

- Sit, stand and walk for required periods of time within the classroom and school
- Speak and communicate effectively both verbally and in writing using proper grammar and vocabulary
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls; some light lifting may be required

Duties may require travel and attendance at evening and/or weekend meetings. Although work is performed primarily under inside environmental conditions, the required travel may result in temporary exposure to outside environmental conditions.

Regular driving and valid driver's license are required. Duties require a wide range of intellectual and practical problem-solving skills and comprehension of complex concepts.

Resumes, and letter of applications may be emailed to our Director of Operations stuckyk@st-edmond.pvt.k12.ia.us