

JOB DESCRIPTION

Position Title: Assistant School Secretary
Supervisor's Title: Principal

Status: PT, Non-Exempt
Approval Date: _____

Job Summary:

Resonating the Catholic faith, the **Assistant School Secretary** is responsible for assisting the school principal and Administrative Assistant administrative tasks for St. Mary's School (Lomira location primary) and the six Dodge East Parishes. This is done while interacting with parish and school staff, parishioners, school committee chairs, and other community members, on the phone and in written communication.

Hours:

Monday – Thursday 7:15 am – 2:45 pm

Fridays off

Reduced hours in summer months: Off June & July, August about 15 hrs/week

Knowledge, Skills, & Abilities:

Knowledge

1. High school degree or equivalent.
2. Comprehensive knowledge and application of grammar, spelling, and punctuation.
3. One to three years office or customer service experience required.
4. Working knowledge in MS Office products and office equipment.
5. Knowledge of Canva helpful
6. Must have knowledge of social media platforms (Facebook, Instagram)
7. Proficient typing skills at or above 50 wpm.
8. Must have a valid driver's license for the State of Wisconsin.

Skills

1. Professional working attitude and collaborative approach with a positive attitude.
2. Strong written and verbal communications skills.

Abilities

1. Active member in the faith and work of the Catholic Church, preferred.
2. Must be Safe Environment Trained.
3. Exhibits promptness, flexibility, and dependability.
4. Attention to detail.
5. Ability to multitask, prioritize, and organize.
6. Ability to maintain confidentiality.
7. Exhibit patience and calmness in chaotic situations.
8. Ability to work with and without direct supervision.

Regular Duties and Responsibilities —

Ministry of Hospitality:

- Oversees opening and closing of St. Mary's Lomira school office each working day.
- Provides a professional, pleasant, and organized office hospitality for diverse staff and visitors.
- Welcome and assist telephone caller by:
 - Directing the caller to the appropriate person.
 - Taking messages or forwards call into voice mail if person is unavailable.
 - Provides callers with information, e.g., address, directions to location, school info, etc.
- Greets and assists school parents and guests.
- Coordinate volunteers for the school.
- Answers work emails.
- Facilitate Hot Lunch Program at St. Mary's Lomira location.

Coordinator of School Promotion and School Communication:

- Coordinate the school newsletter (including updating the featured families).
- Coordinate the Staff Spotlight and Featured Families
- Manage school social media accounts with school photos, collaborating with Mayville Administrative Assistant.
- Process Friday Family Folders.
- Manage the children's bulletin
- Update monthly calendars and hot lunch menus

Assisting with Stewardship:

- Record school donations and process thank you notes.
- Coordinate the Annual Fund and update the Annual Fund database.
- Help with stewardship development.
- Update baptismal information
- Assist in fundraising duties.

Other:

- Special projects based on the cycle of the parish/school.
- Attends school staff meetings, as needed, parish staff meetings, if necessary.
- Archdiocesan sponsored respective training/workshops.
- Update school bulletin boards periodically by season or holiday, etc.
- Organize team events for staff and students.
- Organize extracurricular activities for school.
- Receives, sorts, and forwards incoming mail.
- Coordinate the pick-up and delivery of mail services for local site (USPS, FedEx, UPS, etc.)
- Coding of some bills when involved in the purchase for school.
- Help with monthly, quarterly, annual reports (DOJ Safety Report, DPI Census Report, Student Assessment Report DPI)
- Help with Audit Information data collection.
- Upload accounting paperwork (bills, statements, etc.) into the parish accounting database.
- Other duties as assigned.

Nature of Supervision Received:

The job requires minimal supervision by principal, and the employee may be assigned tasks from the parish priests and Administrative Assistant.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish/school and with direction from the supervisor and/or Pastor.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position. Unless otherwise specified, everything on this job description applies to serving St. Mary's School and all six Dodge East Parishes.

Employee Signature _____

Date _____