



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Immaculate Conception Elementary School
1703 Sherwin Avenue
Eau Claire, WI 54701

QUALIFICATIONS:

- Associate Degree in Administrative Assistant, Secretarial Science, or Office Assistant or equivalent work experience
- Working knowledge of basic office equipment, technology, and computers, including school management, word processing, spreadsheet, and database software
- Good communications and clerical skills, including pleasant telephone manner
- Tactful and considerate; ability to work well with staff and others
- Functions well under pressure; reacts calmly in emergencies and stressful situations
- Trustworthy, respects confidentiality appropriate to position
- Demonstrates organizational skills
- Demonstrates loyalty to school/system/Diocese

Work Schedule/Hours: Monday thru Friday 8:00 am – 4:00 pm, while school is in session.

This position works approximately 11 months out of the year, August 1st thru the end of the school year plus 2 weeks.

JOB RESPONSIBILITIES:

1. Complete receptionist duties, answer and transmit calls and messages, provide information and answer questions, and receive visitors into the school following school established security measures.
2. Process correspondence such as school programs, meeting minutes, school newsletters, Diocesan and Regis Catholic Schools' reports, and other communication as directed; prepare, distribute, and send mailings.
3. Perform record keeping/filing functions appropriate to the school's needs to include student permanent records for attendance, academic and behavior; teacher attendance; and substitute records.
4. Keep office files organized and updated.
5. Prepare purchase orders; maintain inventory of textbooks, office supplies and equipment; and order supplies as necessary and approved by Principal.
6. Coordinate annual registration procedures and materials and perform appropriate record keeping.
7. Schedule student visits/screenings, parent/teacher/child conferences, field trip busses, and appointments.
8. Work with Principal regarding emergency procedure information, confidential information, health records, immunization reports and vision/hearing screenings.
9. Administer first aid/tend to sick (injured) students/staff and administer and record medications given to students.
10. Assist in monitoring students in common areas such as the lunch room, hallways, office area.
11. Assist with system fundraisers and assist in collection and processing of rebates for incentives.
12. Assist in coordinating building level communication and calendar dates with Diocese, parish(es), and RCS
13. Provide service appropriate to position such as coordinate use of the facility by non-school groups, sell Scrip, process work permits, assign lockers, sell tickets, register vehicles, post schedules, send out student absence lists, collect school work for absent students, and maintain student or visitor logs.
14. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
15. Maintain professional, cooperative, and friendly relationships with students, parents, visitors, and all staff.
16. Demonstrate support of fellow employees and administration through actions and comments.
17. Attend meetings, workshops, conventions and training sessions when needed.
18. Assist in keeping the School Office Area clean and orderly.
19. Assist other RCS office staff during peak work periods and staff absences.
20. Perform other duties as necessary to the position or as specified by the Principal.

RCS Administrative Assistant

Date

RCS Building Principal

Date