

Administrative Assistant

Bishop Neumann



Reports to: Principal – Bishop Neuman

Date: February 2023

JOB SUMMARY:

- The administrative assistant fulfills the mission of the Catholic school by providing organizational support within the framework of the school's daily life. They serve as the assistant to the principal by supporting the administrative needs of the administrative team. They have decision making responsibilities within essential job function in order to increase efficiency within the school. They are vital to the educational experience of students and are able to witness the faith on a daily basis.

DUTIES AND RESPONSIBILITIES:

- Demonstrates knowledge and commitment to the mission of Bishop Neumann High School and endeavors to support that mission in the daily work with students, parents, faculty, and staff.
- Acts as a witness to the Gospel by modeling the teaching of the Catholic Church.
- Adheres to the policies of the school and Diocese.
- Maintains confidentiality.
- Provides secretarial duties for the principal and school office.
- Supports the principal in the preparation of documents and reports.
 - Including but not limited to; printing, school calendars, reports, record keeping, effective external communication to families and community
- Demonstrates professionalism in conduct, demeanor, and work habits.
- Collaborates with peers to enhance the work environment and support organizational planning.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in Microsoft Office products. (Outlook, Word, Excel, etc.)
- Experience in PowerSchool and Canvas LMS preferred.
- Must be able to work well with others in a team environment.
- Skill in handling multiple tasks simultaneously.
- Skill in organizing, planning, and relating information in an understandable format.
- Skill in critical thinking.
- Work with marketing, advertisement, and social media to assist with dissemination of information to students, parents, and local media.

CREDENTIALS AND EXPERIENCE

- Education/Certification: High School diploma or equivalent
- Experience as secretary or administrative assistant preferred

TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment
- Preferred if able to drive (valid driver's license required)
- Must be able to use standard office equipment such as computer, telephone, fax machine etc. in conjunction with administrative duties
- Must be able to perform repetitive physical tasks such as computer keyboarding, writing, and reading

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.