

JOB DESCRIPTION

TITLE: Campus Secretary

PURPOSE: To assist the Director in the execution of administrative duties

REPORTS TO: Director

PERFORMANCE RESPONSIBILITIES:

- To perform the duties and responsibilities of the school office according to the directives of the Director.

COMMUNICATION: (BI-LINGUAL)

- To communicate effectively, both verbally and in writing, in a pleasant and professional manner in English and Spanish
- To greet parents and/or visitors to the school, determine the nature of their business and direct them to the appropriate person
- To use bilingual skills to place phone calls, answer phone calls, take accurate messages, and transfer calls, when necessary
- To become thoroughly informed about the Oratory Schools, its policies and the registration requirements in order to provide this information to parents inquiring about enrollment
- To refer new parents and students to the Director or Vice-Director when necessary
- To direct students encountering a problem to the appropriate authorized staff
- To schedule parent and student conferences for administrators and faculty
- To stay abreast of the school daily activities in order to assist parents, students and visitors with any questions or information related to these
- To make announcements over the school's intercom system as requested by Director or his representative

COMPUTER

- To become proficient in the use of Word, Excel and the Internet as well as other software in order to compose or transcribe from rough draft, correspondence, newsletters, memorandums, and other material
- To become proficient in the use of the current student database, keeping information up to date and accurate throughout the school year
- To open new student records and update current ones by entering all the information from the enrollment forms into the different layouts in the database
- To use the student database to provide teachers with current class lists and emergency information sheets on their students
- To be able to operate and care for computer and other valuable office equipment

REGISTRATION

- To stay abreast of the required registration forms and prepare registration packets in order to provide these to parents of new students
- To review the registration forms of new students, making certain all the required forms are returned completed and signed where necessary before accepting the student
- Prepare student folders for each registered student, including a separate conference folder
- To establish and maintain an accurate filing system for the student records that is consistent with the school policies regarding required documents and confidentiality

ORGANIZATION

- To strive to keep the office and work area looking neat and welcoming in order to present the best possible image of the school to visiting parents and other visitors.
- To adhere to the school's policies with regard to student office telephone and nurse passes and tardy slips and to encourage and enforce appropriate noise level from students entering the office
- To oversee the inventory of office supplies and materials and order as needed, always through the use of purchase orders signed by authorized personnel
- To establish a filing system for all records within the school office

OTHER

- To keep a substitute teacher list and be responsible to call a substitute in the absence of a teacher
- To keep accurate records of staff absences in the secretarial desk calendar
- To ensure that absence reports have been promptly completed and turned in to the office
- To submit absence reports to the corporate office for the preparation of payroll
- To assist in the temporary absence of the office clerk or in the first aid station
- To maintain an effective and professional working relationship with all faculty and staff
- To collect monies from class projects, keeping accurate records, receipts and turning in total amounts to the corporate office
- To perform other duties as requested by the Director where the skills and experience of the secretary are necessary

TERMS OF EMPLOYMENT: 230 days a year

Schedule: 7:30 4:00, Mon. – Fri., 1/2 hour for lunch

Holidays: According to school calendar, required to work 2 or more days in order to fulfill the 230 days

Vacations: 2 weeks in summer