



POSITION AVAILABLE: Executive Assistant to the Principal

SCHOOL: The Saints Academy

START DATE: July 5, 2017

LOCATION: Beverly, MA

FULL TIME

Welcome to The Saints Academy

A Catholic School community is made of people. Students, teachers, staff, priests, nuns, church members, and parents, who are all working as a unified team to help our children build a foundation of faith, academics, civic responsibility, and service for others.

At The Saints Academy, through our five core values of Discipleship, Partnership, Scholarship, Leadership, and Citizenship, we endeavor to provide an environment that fosters each of these values throughout the school day and into the daily lives of our students. Through the unification of our two Catholic school communities in Beverly- St. Mary Star of the Sea School and St. John the Evangelist School, we are thrilled to be a part of the creation of this new school community that will bring Catholic Education in Beverly to the next generation of children and families on the North Shore of Massachusetts.

This is an exciting time in Catholic Education! We are on the precipice of moving our school community into the next generation and creating a new educational experience for today's students, and for years to come. Welcome to The Saints Academy.

SCHOOL ADMINISTRATIVE ASSISTANT

TITLE: School Executive Assistant to the Principal

REPORTS TO: Principal

SUPERVISES: N/A

JOB FUNCTION (Full-Time):

Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities; assist the Principal of the school in routine administrative tasks; perform public relations and coordinate communications between school personnel, parents, students and the general public.

Catholic school faculty and staff respect Catholic values and aid students in Christian formation by exemplifying Catholic living, both in and out of the classroom. Because Catholic schools educate their students to promote the kingdom of God, it is important that all teachers are role models for students, exemplifying Catholic teachings and values in their lives and in their actions.

DUTIES AND RESPONSIBILITIES:

- Organize, coordinate and schedule a variety of office activities to assist the Principal of the school with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
- Serve as secretary to the Principal; compose routine correspondence independently; prepare type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail.
- Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events.
- Respond to questions or complaints from vendors regarding issues related to payments, balances, charges, inventories and other information; answer phones.
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, student activities; prepare and maintain related records, files and logs.
- Collect and account for money collected in conjunction with school activities; secure money and process according to established procedures.
- Register, release or transfer students; complete enrollment information.
- Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines.
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Provide clerical assistance to faculty and staff as needed.
- Orient new and substitute teachers; provide directions, keys and instructional materials.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic first aid techniques.
- Operation of standard office machines including computer equipment.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Perform public relations and communications services for the Principal.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Administer first aid to ill or injured students.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D. Certificate and two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

Personal Characteristics:

The ideal candidate will exhibit the following characteristics:

- Self-motivation and energy to continue to improve; ever seeking professional expertise

- Exemplary verbal and written communication skills, including the ability to deliver difficult information sensitively and diplomatically
- Problem-solving and decision-making skills
- Organization and planning
- Ability to be flexible and adaptable at a moment's notice
- A collegial, collaborative, team player

Apply via posting on <http://www.schoolspring.com>

Or

Apply directly to:

Attention:

Daniel Bouchard (Principal)

The Saints Academy

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