

JOB DESCRIPTION

Administrative Assistant/Office Manager

- Greet visitors/parents to school. Monitor visitors through the camera and the door buzzer system.
- Oversee orderliness and neatness of entire office/faculty room area.
- Responsible for all telephone calls, transmittal of messages, etc.
- Responsible for preparation of daily attendance; calls to home on anyone not accounted for by school policy; posting attendance; collection of absentee notes, diocesan twenty day report; cafeteria monthly report; annual diocesan report; data entry into computer; and immunization certificates.
- Maintain permanent record file in duplicate for any/all students attending St. Henry District High School. Basic data from student enrollment form to be entered before year begins; grade entry from report card at end of each semester. Seniors/withdrawals reviewed and filed appropriately at end of year.
- Distribute and maintain a record of all medications given to students.
- Assign, record, and maintain all lockers and combinations.
- Maintain and have knowledge of all calendar events (academic, athletic, etc.).
- Maintain the reservation process for all required rooms/areas.
- Compose and send email communication as needed, including the Weekly Parent email.
- Mail report cards at end of each quarter.
- Assist principal in preparation of state/diocesan reports, school board reports, and all official school communications.
- Responsible for printing of all materials as needed (school communications, registration materials, office forms, etc.).
- Receipt monies for tuition, fees, general income, etc. Post tuition in computer on daily basis.
- Distribute mail on daily basis. Oversee delivery of outgoing mail.
- Order diplomas, caps and gowns. Distribute caps and gowns. Compile list of seniors for graduation. Order flowers.
- Coordinate substitute teachers and assignments.
- Other duties as assigned.