

### **Administrative Assistant to the Middle School Principal**

Valley Catholic Middle School is looking for an Administrative Assistant to the Middle School Principal with a passion for working with middle school students, teachers, and parents in a culturally diverse educational community.

The Administrative Assistant to the Middle School Principal is responsible for working directly in an administrative support role to the Principal and provides support to the school's administrative team as needed. This position also supports the front office including, but not limited to answering phones, taking messages, directing calls, coordinating general school office operations, tracking, recording and participating in all emergency and safety drills and greeting and attending to school visitors, school staff, and student requests.

Anticipated salary range: \$17.00 to \$18.00 an hour; 11 month position (August –June).

Job Requirements - Applicants must:

- Be warm, friendly, and have a positive attitude
- Be self-driven, organized, and able to manage project timelines independently and efficiently.
- Be able to respond to oral and written directions.
- Highly proficient with technology including the Office Suite
- Maintain strict confidentiality
- Learn quickly / execute the school's messaging, volunteer, lunch, and attendance, and admission portals.
- Compile data from a variety of sources and present the information in the required format
- Compose and edit documents for both grammatical errors but also fine details such as dates, references, etc.
- Maintains documents, files, and records (confidential and non-confidential)
- Respond to inquiries from a variety of internal and external parties Complete any additional assignments requested by the Principal and/or School President
- Assists other personnel as may be required
- Respond quickly in case of emergency

Qualifications:

#### **EDUCATION**

- High school diploma or GED.
- Two (2) years of college preferred.

#### **EXPERIENCE**

- A minimum of four (4) years of secretarial experience within a school setting.