



NOTRE DAME ELEMENTARY SCHOOL, BELMONT, CA

Notre Dame Elementary School is an independent, private, coeducational school for students in Preschool through 8th Grade. Located in Belmont, CA, first established in San Jose in 1851 and later moved to Belmont in 1923, the School is accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). NDE is a caring, compassionate community, striving to provide a Catholic education by imparting Christain values and promoting community service as well as an awareness of the needs of others. At NDE, we seek to help our students master skills needed to succeed and discover within themselves a love of learning and a love for the spiritual life. We embrace the teaching of our foundress, St. Julie Billiard, and her philosophy of "Teach the children what they need to know for life."

School Administrative Assistant/Secretary

Duration: Full-Time, 40 hours per week

Compensation: \$30.00 to \$40.00 per hour

Job Description:

The School Administrative Assistant/Secretary, is a Full-time position responsible for overseeing the school's front office and reporting to the NDE School Principal. The Secretary/Office Manager will be the "first contact" for the school and must therefore demonstrate a commitment to building relationships and exhibiting warmth with a helpful attitude that is aligned with the SNDdeN Hallmarks. In deciding whether to apply for a position at Notre Dame Elementary, you should acquaint yourself with NDE and the Hallmarks detailed on our website and consider if your values align with those of Notre Dame Elementary. Applicants must be fingerprinted (Livescan) and take our Virtus training for protecting children, and willing to attend any training required for their position.

Duties and Responsibilities Include:

- Serve as Administrative Assistant to Principal
- Set up appointments upon request
- Sit in on meetings and takes notes upon request
- Keep Daily attendance records
- Assisted Principal in preparing printed materials
- Prepares and send out records of transferring students, including graduates at the end of the school year upon request of the schools
- Serve as a guide to help students and families through school processes
- Coordinating campus communication the parents
- Support scheduling and school events
- Maintain a calendar for the school
- Place orders for school supplies and other campus materials
- Oversee work with contractors, such as maintenance, landscapers, etc.
- Oversee tracking and processing of checks and invoices
- Prepare all bills for the accounting office
- Collaborate with the Principal and Bookkeeper in procedures and processes for maintaining accurate records
- Set up permanent records for any new students who enter the school
- Maintain student, faculty and staff, and parent documentation
- Record changes of address and phone numbers of families, faculty, and staff
- Filing as needed
- Meet and greet parents and visitors and answer their questions
- Contact child's home if he/she does not come to school
- Mail and prepare items for mailing
- Prepare field trip forms
- Make arrangements/reservations for field trips, including transportation, if necessary
- Collect time sheets to give to payroll
- Support administration in coordinating Teacher Substitutes
- Monitor SchoolSpeak Functions
- Working with School Administration, print out trimester report cards
- Coordinate and prepare Parent Communication
- Support Director of Admissions to promote school enrollment

Desired Qualifications:

- Must be cheerful, welcoming, respectful, and have a pleasing personality when working with others, regardless of the situation
- Learn and understand the school stakeholders, ex.: parents, faculty, staff, students
- Pleasant and courteous telephone manners
- Ability to operate copy machine, desktop/laptop computers
- Be familiar with the MicroSoft and Google suite of applications
- Confident in using technology and online platforms
- Familiar with school policies
- Familiar with educational structure
- Punctual, dependable, and trustworthy
- Maintain confidentiality in a variety of situations

- Must be a team player
- Able to administer first aid on an emergency basis if needed
- Obtain CPR training
- Good judgment, stability, and the ability to take care of emergencies

Working Environment and Physical Demands:

- The job is performed in a generally clean and healthy environment, but there may be possible exposure to childhood diseases and illnesses
- Exposure to heated/air conditioned and ventilated facilities with average interior dust with occasional exposure to outdoor elements
- Exposure to a normal school environment that is usually quiet but sometimes noisy
- The physical demands described here are representative of those that must be met by a school employee to successfully perform the essential responsibilities and functions

Reasonable accommodation may be requested to enable individuals to perform the essential responsibilities of the job

- Ability to sit, stand, move, communicate, manipulate art tools, speak, hear and read during the course of normal activities
- Able to use computers and other tools
- Able to move items weighing up to 20 pounds
- Ability to think and concentrate for sustained periods of time
- In-person attendance necessary to provide an effective level of performance during regular school hours

To Apply: Email Kathleen Jeremiassen, Principal, kjeremiassen@nde.org

STATEMENT OF NON-DISCRIMINATION

St. Cecilia School adheres to the following policy: "All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories."

(Administrative Handbook #4111.4)