



All Saints
Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

Job Posting

Position: School Secretary

Status: Full Time position (non-exempt)

Reports to: President of All Saints Catholic Schools and Building Principal

Position Overview

All Saints Catholic Schools is seeking a full-time secretary. The person who fills this position is the face of the school, the first impression that students, parents, and visitors have. It is crucial that the school secretary maintains a welcoming atmosphere through courteous, respectful and professional interactions with all members of the school and wider community. Confidentiality is to be always maintained.

Responsibilities

- Supports and upholds the philosophy of Catholic education and the mission the school. Supports and adheres to the Code of Conduct and policies and procedures of the school and Catholic Diocese of Saginaw.
- Abides by the Confidentiality Policy set forth in the employee handbook.
- Organizes main office area for efficiency, safety and appearance.
- Maintains the front desk procedures handbook.
- Greet and welcome guests as soon as they arrive at the front lobby of the main building and contact the appropriate person to escort any/all guests into the school.
- Answer and forward incoming phone calls to the most appropriate member of staff.
- Ensure reception area is tidy and presentable, with all necessary stationery and material.
- Coordination of purchasing the following: office inventory and order supplies, curriculum, etc. as directed by president.
- Maintains a positive and professional attitude/approach when dealing with conflict resolution situations.
- Coordinates through principal front desk coverage during breaks or time off work.
- Maintains a digital office handbook with frequently asked questions, processes, and procedures used in the office.
- Performs a variety of school functions: records tardy, daily attendance, distributes mail, materials, maintains filing system, inputs and maintains student files including health records on the student information system.
- Assists with progress report and report card distribution.
- Maintains room assignments and class load within administrative guidelines
- Provides support to the school administration on the creation of the school's master timetable, maintains and adjusts the school's master timetable as required and communicates those changes with the school community.
- Attend staff meetings, trainings, and parent conferences as required.
- Maintains school calendar; helps to coordinate school events and activities and ensures that changes to the school calendar are updated and communicated to the school community.

- Maintains school records electronically and generates routine reports, lists and labels.
- Uses tact and discretion when listening to parents, etc. in need of assistance, referring them to the president, principal, teachers, and others as appropriate
- Performs routine office duties such as ordering and distributing supplies, copying, collating, and distributing reports, etc.
- Maintains list of substitute teachers and contact substitute teachers to replace teachers who are absent.
- Collects time sheets and attendance reports for staff and faculty and submits to payroll.
- Provides Advancement personnel with upcoming school events for the website and monthly school newsletter.
 - Submit orders and coordinate with vendors for timely delivery.
- Coordinate field trip process, including management of all required documentation (permission slips, fees, etc.), transportation, etc.
- Create weekly school site newsletter for weekly distribution.
- Assign and maintain faculty and staff mailboxes.
- Assist administration with facilitation and coordination of meetings/events.
- Collect payroll requests for substitute teachers.
- Assist with collection of fees as presented at the front desk and coordinate transactions and recordkeeping with the school systems finance office.
- Performs any other duties assigned/requested by the president and principal.
- Gathers and collates information, types copy and prepares school bulletin for printing.
- Record tardies, send letter and collect money and gives receipts for all incoming money for student activities, lunch, sports, field trips, etc.
- Checks and update media, voicemail, and Skyward. Uses Skyward to send information to parents.
- Schedules parent conferences by following procedure set forth by building principal
- Keeps health records current and reports to the appropriate system.
- Administer basic first aid and care to students in need.

Candidate Profile

- A practicing Roman Catholic who will inspire a shared vision of the value of a Catholic education across all constituencies, faculty, students, parents and the greater faith community.
- Proven work experience as a Receptionist, Front Office Representative, or similar role.
- Energetic, positive, and compassionate approach to responsibilities and challenges associated with an office environment.
- Proficiency with Microsoft Office, Adobe, and basic office software.
- Must possess strong communication skills to ensure effective interaction among parents, students and staff.
- Have excellent organizational and time management skills. Must be able to multitask.
- Must be able to resolve conflicts in the spirit of a catholic faith climate and foster professionalism among the students/staff and visitors.
- Professional appearance.
- Self-motivated, able to accept constructive criticism and grow as a result

Education and Experience

- High School Diploma or experience equivalent to graduation from high school
- Proven work experience as a Receptionist, Front Office Representative, or similar role.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills

WORKING CONDITIONS

Hours of Work: Typical work schedule is either 7:00am – 3:30pm or 7:15am-3:15pm

Nature of Work: School Setting

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be in assigned location at least thirty (30) minutes prior to the start of the day and thirty (30) minutes after the day concludes.
- Must be able to speak and/or stand for an extended period.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

Additional Requirements

- Attend the Diocese of Saginaw Safe Environment training for new hired employees within the first 30 days of hire.
- Successful completion of criminal background checks and additional training will be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Contact Information: Email letter of intent, résumé, list of professional references and DOS application to: sarah.anderson@ascbaycity.org

Sarah Dowling-Anderson

President of All Saints Catholic School

sarah.anderson@ascbaycity.org

217 S Monroe St

Bay City, MI 48708

989-892-2533

989-892-7188 (fax)

Deadline to apply: February 22nd or Until filled