



# BISHOP CHATARD HIGH SCHOOL

## Assistant to the Principal's Office Job Description

### DEFINITION:

Under the supervision of the Principal, provides support to the principal in a wide range of office and school operations; coordinates and organizes office activities and coordinates flow of communications and information for the Principal; provides support by planning, organizing, supervising and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs diverse office-related responsibilities delegated by the Principal; coordinates and organizes office activities and coordinates flow of communications and information for the Principal and Vice Principals as needed
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Inputs a variety of information into an assigned system; assures accuracy of input and output data. Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing and distribution of correspondence.
- Assists with registration duties as needed.
- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns, specifically the Archdiocese's OCS & IDOE
- Receives and greets visitors, answers phones, directs students within the building for 2-3 hours a day at the front desk.
- Assists in securing substitutes in order to assure adequate coverage for school site; orients substitute personnel and pertinent information.

- Performs assigned financial duties, including but not limited to filling out check requests
- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school; types and composes a variety of materials from verbal or written instruction.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings.
- Responsible for organizing Commencement Week activities, including Mass and Graduation ceremonies. Printing programs, organizing seating charts, ticketing for families, working with internal and external vendors, etc. to achieve successful events.
- Textbook inventories - work with teaching staff to ensure physical textbooks are accounted for.

The position is for up to 35 hours/week.

If interested, resumes should be submitted to Principal Joe Hansen at [jhansen@bishopchatard.org](mailto:jhansen@bishopchatard.org) or VP of Academics Ann Taylor, [ataylor@bishopchatard.org](mailto:ataylor@bishopchatard.org)

July 2020