

**Scott County Catholic Schools
Davenport, Iowa
Job Description**

**TITLE: ADMINISTRATIVE ASSISTANT
BASIC FUNCTION**

**FULL-TIME
NON-EXEMPT POSITION**

The mission of the Administrative Assistant is to be the first point of contact for the school, providing a professional experience to vendors, parents, students, volunteers, and staff. The Administrative Assistant will handle the office operations of the school, assisting the Principal in various duties.

ORGANIZATIONAL RELATIONSHIPS

- A. Reports to the Principal for the successful performance of assigned duties.

SPECIFIC DUTIES AND RESPONSIBILITIES

A. Communications

1. Serve as the “first contact” with the school for parents, students, staff, and community, which includes the friendly, welcoming contact but also with security and safety in mind.
2. Answer phone, address questions/issues as possible, forward to appropriate personnel as necessary.
3. Relay messages/deliveries to students and staff.
4. Contact parents if students are not picked up after school on time and stay with students.
5. Serve as a liaison between parents, children, and bus company.
6. Coordinate mailings.

B. Attendance

1. Student:
 - a. Take absence calls. Call parents if we haven’t heard from them.
 - b. Track students’ entry and exit throughout the day.
 - c. Record absences and tardies in PowerSchool.

C. Health/Medical

1. Handle medical forms.
2. Dispense medication, including breathing treatments, and accurately keep records.
3. Provide first aid treatment to students.
4. Care for sick children.
5. Work with Health Department for immunizations and medication audits.
6. Report absence information to the Scott County Health Department on a weekly basis.
7. Schedule and coordinate health screenings and related services.

D. Registration

1. Maintain physical copies of student information sheets.
2. Prepare class/lunch lists for staff.
3. Assist parents and students through enrollment process.
4. Coordinate with DCSD on Preschool registration

5. Assist with ESA, FTP, and other Tuition Grant programs

E. Student Information System

1. Assist in the End of Year process through PowerSchool.
2. Maintain student records.
3. Send the appropriate records in response to requests.

F. Events

1. Assist in the coordination and scheduling of various events throughout the year.

G. Scheduling of Facilities Usage

1. Manage the scheduling of the use of the building/rooms for staff and organizations.
2. Recording and maintaining building usage, field trips, special events, etc. on the school calendar/website.

H. Catholic Mutual Group (CMG Connect)

1. Ensure volunteers undergo required training and background checks for use of facilities and events.
2. Work with the Diocese of Davenport for Audit compliance.
3. Maintain accurate records in CMG Connect Portal.

I. State, NCEA, Diocesan Reporting

1. Assist in handling of all State reporting, which could include data entry in state systems.

J. Office Operations

1. Coordinate the work of others in the office under supervision of Principal.
2. Order office and medical supplies and prepare necessary paperwork, with approval.
3. Prepare necessary paperwork for check requests.
4. Request work orders for repairs.
5. Perform proper account coding for bills for parish office prior to payment.
6. Prepare, track, and code purchase orders.
7. Maintains all files, including maintaining cumulative folders on students.
8. Delegate distribution of mail.

K. Other

1. Assist the administrative team with various duties.
2. Complete other duties as assigned.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Requires a minimum of the following physical requirements: Walking, standing, bending, carrying, climbing, lifting, driving, pushing, pulling, reaching, sitting, and stooping.
- B. Employee should be able to lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds.

- C. Demonstrate leadership within the school, parish, and community, work with individuals or teams, and demonstrate excellent communication skills.

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.
- B. The noise level in the work environment is usually moderate, typical of a school.
- C. The worker is subject to both inside and outside environmental conditions including extreme cold and extreme heat.
- D. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING AND EXPERIENCE

- A. High School Diploma or GED required
- B. Microsoft Office Experience
- C. Basic first aid administration
- D. Ability to comply with government and diocesan regulations.
- E. Ability to interact with others in a professional manner.
- F. Ability to multi-task and deal with constant interruptions.
- G. Strong verbal and written communication skills.
- H. Strong organizational skills.
- I. Attention to detail.

OTHER CONSIDERATIONS

- A. The performance of this job will be evaluated by the principal according to the requirements of the Scott County Catholic Schools.
- B. The employee understands and agrees that employment with the Scott County Catholic Schools is contingent on compliance with the diocesan safe environment policies, procedures, and requirements.