

ARCHDIOCESE OF INDIANAPOLIS

JOB DESCRIPTION

Immaculate Heart of Mary School School Secretary

I. IDENTIFYING INFORMATION

Position Title:	Secretary
Location:	Immaculate Heart of Mary School
Status:	Full-Time
FLSA:	Non-Exempt
Reports to:	Parish Business Manager, School Principal, and School Asst. Principal

II. PRIMARY FUNCTIONS

The primary function of this position is to provide organization and support to a full range of clerical functions within the school office. This support role functions as the first point of contact for those making general contact with the school, via phone, mail, in-person, or through electronic communications. This person works to positively address questions and concerns, provide access to the building, and address the needs of those contacting the school in a timely manner. Additionally, the role provides assistance with the operation of office equipment, and assists other staff members with administrative duties as needed.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

- Organizes office processes and procedures for maximum efficiency and confidentiality.
- Manages basic daily office functions: be present to open and close office, manage visitors' needs, answer the phone, respond to and redirect calls during office hours.
- Facilitates and documents daily attendance communication
- Manages scheduling of school meeting rooms
- Positively welcomes all visitors and manages visitor computer system during office hours. Positively assist by providing direction and support to those visiting or volunteering in the school.
- Manages incoming postal and electronic mail.
- Completes necessary computer-based tasks including student/parent list creation, signage creation, etc. using knowledge of all programs in the Google Office suite and Microsoft Office, as well as school-specific software like PowerSchool, FACTS, and Schoology.
- Manages school milk program documentation and reporting.
- Manages student needs when nurse isn't present.
- Maintains student records/filing system with properly labeled files and annual adjustments.
- Works with admissions and parish staff regarding enrollment documentation, tuition and fee payments and student filing system.
- Maintains and continually update the school's Schoology calendar of events.
- Manages all office supply ordering, including paper and equipment supplies (toner, staples)
- Proficient with office equipment (to assist others) and maintains contracts for office equipment.
- Helps direct and assist PTO chairpersons and volunteers to successfully complete their volunteer missions.
- Remains knowledgeable of all school events, with details of locations/dates/times.
- Assists principal/assistant principal in preparing and setting up material for staff needs/meetings such as staff records and documentation.

- Assists with various needs during special events at the parish or school.
- Provides clerical and organizational support to teaching staff when needed.
- Helps maintain and organize a clean lobby and JV conference rooms including lost and found management.
- Other duties as necessary to ensure the efficient functioning of the School and its ministries.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills
2. Ability to organize and manage workload to meet deadlines
3. Proficiency with computer programs, especially Microsoft Office, Google Suite and school database management systems, and a willingness to learn them.
4. Good interpersonal skills
5. Maintain hospitable attitude and environment aligned to the mission and values of IHM School
6. Self-motivated/ability to work with minimal supervision
7. Ability to organize and manage workload to meet deadlines
8. Ability to handle multiple projects and priorities simultaneously
9. Willingness to foster the mission and values of IHM School
10. Punctual and consistently present

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. High school education or equivalent required.
2. 1-3 years previous experience in an office setting preferred.
3. Must be able to understand and comply with the Archdiocese of Indianapolis Code of Conduct
4. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
5. Background screening required
6. Valid driver's license required
7. Must be comfortable working on the computer and using various software packages, such as Powerschool, Schoology, the Microsoft Office Suite and Google products.
8. Must be comfortable learning to use office equipment, such as copier, folding machine, postage machine, video screens etc. and willing to help others with the equipment.

V. WORKING ENVIRONMENT

- Must be available to work when the school office is open
- Must be able to read and edit spreadsheets, email and other tools related to the role
- Must be able to process and maintain large volumes of documentation
- Must be able to communicate extensively and effectively with staff and vendors via telephone/TDD, one-on-one conversations, face-to-face and written correspondence
- Must be able to sit for extensive periods of time and navigate through the office
- Requires extensive use of keyboards and other administrative equipment
- Must be able to function within a moderate noise level office environment

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____