



## **Saint Boniface School**

### **Administrative Assistant Position Description**

The Administrative Assistant will perform all duties as assigned by the principal. These duties will include but not be limited to the following:

#### **Receptionist**

The Administrative Assistant will

- answer all phones in a polite and helpful manner.
- greet all visitors and guests in a polite and helpful manner.
- monitor the presence of all visitors in the building and check on the validity of visitors present.
- receive and deliver all messages given through telephone, written, or oral communication.
- provide the principal with all information for prospective students and their families.

#### **Secretarial**

The Administrative Assistant shall

- have computer knowledge of various programs including Google application, word processing, data processing, spread sheet application, and accounting and shall be open to continuing education in computer literacy.
- update social media outlets such as Facebook, Instagram, school website, etc.
- keep daily attendance records of staff and students.
- assist the principal with all school communication.
- provide data lists of all students and staff including but not limited to address, birthdays, and emergency information.
- assist the principal with the procurement of substitute teachers and monitor the completion and submission of the substitute folders from staff.
- assure each substitute teacher has submitted all payroll information including a pay voucher and provide teachers with any reports submitted by the substitute teacher.
- sort and distribute all mail.
- admit, transfer and discharge all students and their records.
- update student cumulative files at the end of each school year as directed by the principal.
- file all pertinent student information in the student's cumulative file during the school year.
- compile a conference schedule based on parental requests twice a year.
- copy and collate materials as directed by the principal.
- maintain and report all maintenance problems with office machines.
- order all office and school supplies and maintain a list of inventories from year to year.
- maintain the rooms where school and office supplies are stored.
- assist the principal with all forms of publicity and development for school events and programs.
- assist in maintaining a current list of alumni for purposes of school development.
- be responsible for all Pre-Kindergarten – 6th-grade registration as directed by the principal.
- assist with all school events as directed by the principal.
- call the home of all absent students to verify reasons for absence unless the family calls in prior to 9:30 AM.

#### **Accounting**

The Administrative Assistant will:

- manage all Pre-Kindergarten – 6th grade records and accounts and keep them up to date as well as manage all tuition accounts, monthly tuition statements, and assistance in the collection of tuition.
- manage all lunch accounts.
- handle all banking for school accounts.
- assist the principal in the preparation of budgets and financial reports required by the diocese, MNSAA, MCC, and the Church of Saint Boniface.

- maintain all school accounts in strict confidence.

### **Student Programs**

The Administrative Assistant shall:

- assist in the assembly of the school memory book.
- be responsible for all ill and injured students, and for the proper procedures in handling each case.
- administer medications and maintain the necessary paperwork according to the directives of D-750 and the state health department.