

**DIOCESE OF YAKIMA CHRIST THE TEACHER CATHOLIC SCHOOL**

**Position Description**

**JOB TITLE:** Administrative Assistant  
**DEPT/ PROGRAM** Christ the Teacher Catholic School  
**TITLE OF SUPERVISOR:** Heather Remillard  
**POSITON CLASSIFICATION:** Hourly  
**DATE PREPARED:** January 19, 2018  
**DATE REVISED:**  
**APPROVED BY:** \_\_\_\_\_  
Rev. Cesar Vega

**POSITION SUMMARY**

The School Administrative Assistant will be responsible for providing support the School Principal in effective operation and general administration for Christ the Teacher Catholic School consistent with State and Federal guidelines and the philosophy, policies and goals of the Diocese of Yakima.

The School Administrative Assistant will foster a culture of positive, engaged leaders, and serve as a strong advocate for the school’s core values—including effective school leadership.

This job description duties listed below are not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change at any time.

**MAJOR RESPONSIBILITIES:**

The following are essential duties associated with the position of the Administrative Assistant:

**I. Primary Function**

**TASKS**

1. Model excellent professional relationship with children, parents, and other professionals in the school. Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age.
2. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious

matters to the School Principal. Assist the School Principal in coordinating meetings with students, parents, faculty and staff.

3. Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately.
4. Assist the School Principal in the overall administration of the school, develop and maintain effective operation of Christ the Teacher Catholic School consistent with State and Federal guidelines and the philosophy, policies and goals of the Diocese of Yakima. Assist the principal as needed if she is absent.
5. Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
6. Requisition supplies, textbooks, and equipment, conduct inventories, maintain records, and check on receipts for such material as requested by the School Principal.
7. Assist in coordinating transportation, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
8. Assist in the reporting and monitoring of student attendance. Maintain effective administration of data as requested by the School Principal.
9. Maintain a variety of files; prepare periodic and special reports as required.

### **WORK SCHEDULE:**

The normal work schedule is 7 hours per day 5 days per week with exact schedules determined by the School Principal. It is the attendance standard of the Diocese of Yakima for all employees to be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

### **PHYSICAL REQUIREMENTS:**

1. Work is primarily performed in an office setting and/or classroom environment. Centers are dynamic with a high level of activity. Work may also be performed at community sites for fieldtrips.
2. Incumbent must be able to lift 40 pounds
3. Stand up to 95% of the day
4. Assume postures in low level positions that best allow physical and visual contact with children
5. Must be able to sustain a high level of energy
6. Bend to perform various tasks numerous times throughout the day
7. Stoop, sit on the floor
8. Have the ability to move from a seated position to a standing position promptly to respond to emergency situations
9. Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time

10. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being. Both indoor and outdoor environment are typically found in a Pre-School classroom. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.
11. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
12. Must be able to excel in an ambiguous and continuously changing, competitive environment
13. Incumbent will need to be flexible and be able to respond quickly and appropriately to changing situations
14. Incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

### **NON-PHYSICAL REQUIREMENTS:**

#### I. Education:

1. Associates Degree in Administration preferred.

#### II. Experience:

1. 1+ years' experience working in a school environment.

#### III. Special Skills:

1. Able to maintain a positive, team-oriented work attitude.
2. Able to handle difficult people and stressful situations in a calm and respectful manner.
3. Good organizational skills and the ability to manage multiple tasks simultaneously.
4. Behavior/Work Management Skills: Employee must have the ability to work in a dynamic environment with multiple priorities and shifting time requirements. Must be able to promote a participative, team oriented environment, working with employees, the School Pastor, vendors, and visitors.
5. Problem solving – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
6. Interpersonal Skills – the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
7. Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
8. Quality control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
9. Demonstrated capacity to serve the school community.
10. Excellent oral, written, and interpersonal communications skills.
11. Skills using calendar/scheduling and graphics software desired.
12. Maintain confidentiality on all school matters including sensitive personnel information.
13. CPR and First Aid Certification or willingness to obtain desired.
14. Valid driver's license, clean driving record.

**ACKNOWLEDGEMENT**

**THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS “AT WILL” AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR THE DIOCESE OF YAKIMA WITH OR WITHOUT CAUSE OR NOTICE.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by EEOC regulations (§1630.2(m) and (n) and Title I of the Americans with Disabilities Act (ADA)). This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.