

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

## **Position Description**

**JOB TITLE: School Secretary-Bilingual Required**

**DEPT/ PROGRAM: Christ the Teacher Catholic School, Yakima**

**TITLE OF SUPERVISOR: Heather Remillard**

**POSITON CLASSIFICATION: Hourly**

**DATE PREPARED: September 2019**

**DATE REVISED: September 2019**

**APPROVED BY: Heather Remillard, Principal**

### **POSITION SUMMARY**

The school Secretary position performs confidential secretarial and clerical responsibilities necessary for an efficient and effective school office that assists the Principal and school staff in the performance of responsibilities so that a safe learning environment and effective instruction are provided to ensure that all students meet and exceed success. The School Secretary is responsible not only for creating a positive experience, but also for doing so in full compliance with the Diocese of Yakima standards, policies and procedures and the common core standards.

This document in no way states or implies that these are the only duties to be performed by the employee occupying the position.

### **MAJOR RESPONSIBILITIES:**

The following are essential duties associated with the position of School Secretary:

#### **I.Primary Function**

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Principal.
3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Type, reproduce and distribute notices to staff, students and parents.

5. Ensure that all communications from the office meet proper written and oral English standards.
6. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
7. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
8. Maintain attendance data for each staff member, recording attendance, absences, substitutes, and other required information. Prepare attendance reports, coordinated with payroll data, as required.
9. Maintain a current school calendar of events.
10. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
11. Arrange appointments and maintain a schedule for the Principal.
12. Make announcements and operate the school intercom systems.
13. Create forms, and compile and organize data and information necessary for the efficient operation of the office. Complete all required monthly and year end reports in a timely fashion.
14. Order and maintain office supplies.
15. Maintain inventories of books, materials, and equipment of the school.
16. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
17. Communicate to the Principal any unusual situations.
18. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
19. Attend required staff meetings and serve, as appropriate, on staff committees.
20. Keep informed about school activities, requirements of the Diocese of Yakima, Board, and other information necessary for the functioning of the office.
21. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
22. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information.
23. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal.

### **WORK SCHEDULE:**

The normal work schedule is 8 hours per day 5 days per week for 225 days per year. The school Secretary will have time off during Christmas Break, Spring Break and the month of July each year. 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 the school office.
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. High School Diploma or higher

### **II. Experience:**

1. Demonstrate excellent secretarial skills, including at least 60 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
2. Be proficient in the use of Microsoft Office or an equivalent computer program.
3. Demonstrate the ability to communicate effectively in English and Spanish, both orally and in writing, using proper grammar and vocabulary.
4. Have excellent integrity and demonstrate good moral character and initiative.

5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.

### **III. Special Skills:**

- a. Able to maintain a high level of confidentiality.
- b. Excellent organizational and leadership skills.
- c. Aptitude for managing tasks effectively and efficiently, in an active environment in the midst of interruptions.
- d. Excellent oral, written, and interpersonal communications skills.
- e. Able to cooperatively work with other office staff.
- f. Ability to successfully complete a criminal history and background.
- g. Must be able to be prepared to work long hours and potentially to travel as necessary to attend events.
- h. Posses a valid driver's license
- i. 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, pastors, vendors, visitors
- j. Problem solving – the individual identified and resolves problems in a timely manner and gathers and analyzes information skillfully.
- k. Interpersonal Skills – the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- l. Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- m. Quality control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality and able to handle multi-task responsibilities in strict timelines
- n. Demonstrated capacity to serve both Spanish and English speaking required.
- o. CPR and First Aid Certification or willingness to obtain desired
- p. Valid driver's license, acceptable driving record

### **IV.. Personal Characteristics:**

- a. Professional in demeanor
- b. Enthusiastic in support of Diocesan school and parish programs and ministries
- c. Understanding of the Catholic Church and its teachings
- d. Demonstrates the willingness to learn and to work as a team

**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.