



Administrative Assistant (Full-Time)

St. Laurentius School seeks a full time Administrative Assistant for the 2022-23 school year. The professional attributes of collaboration, organization, and positivity are important characteristics as well.

St. Laurentius School is a PK-8 Catholic school located in the heart of Fishtown in the city of Philadelphia. It is dedicated to educating children in a Christ-centered community to responsibly embrace the social, spiritual and intellectual challenges of the world.

PRINCIPAL ROLE OF ADMINISTRATIVE ASSISTANT:

The position of Administrative Assistant will assist with all functions associated with the main office at St. Laurentius School. The Administrative Assistant will maintain a pleasant and productive school office that is student-centered, organized and welcoming.

The following duties are representative, though not necessarily comprehensive. The omission of a specific duty does not exclude them from the job if the work is similar, related, or a logical assignment to the position.

- Serving as front office support for the main office, and for all those entering the school building
- Welcoming and greeting visitors (e.g. public, parents, students, vendors, etc.), responding to inquiries and/or directing them to appropriate personnel.
- Helping to coordinate the school-wide monthly calendar
- Maintaining up to date faculty and student records
- Organizing mail and invoices for school and building services
- Ordering government funded textbooks through NPIS
- Managing the Student Information System (SIS) and keeping all data current
- Communicating day to day with parents over the phone and/or email
- Planning for the graduation ceremony and sacramental preparations
- Ordering materials for teachers, office supplies and cleaning supplies as needed
- Distributing letters and forms to parents including permission slips
- Answering questions regarding registration for returning and new students
- Obtaining and filing student disciplinary notices
- Coordinating the progress report and report card distribution for students
- Preparing necessary scholarship and grant forms

SKILLS:

- Ability to use Microsoft Word, Microsoft Excel and Google Drive
- Ability to learn and update the Student Information System (SIS)
- Ability to communicate effectively through speech and writing
- Ability to work with colleagues at the school in a collaborative way
- Flexibility in dealing with changing schedules and situations

OTHER DETAILS:

- Terms of Employment: This position offers an annual full-time contract beginning in August 2022.
- Must be supportive of working in a Catholic School
- Reporting: This position reports to the Principal of St. Laurentius School.
- Individual must successfully complete required criminal history background checks and Safe Environment training.

If interested, please contact **BOTH** Principal Kelly Bell at kbell@stlaurentius.org and Assistant Principal Duane Rutkowski at drutkowski@stlaurentius.org with your resume.