



## **School Administrative Assistant**

### **Job Description**

- Be the school ambassador by providing a cheerful and enthusiastic welcome to all including parents, students, staff, and all visitors.
- Provide general administrative assistance to school staff as necessary.
- Handle the day-to-day operations of the school office in a confidential manner.
- Maintain students' records, reports, and report cards in cumulative folders.
- Communicate frequently with parents/guardians via phone, notes, emails, and newsletters.
- Be the primary liaison with bus transportation companies, handling pick-up/drop-off procedure issues, billing concerns, and establishing and maintain route information.
- Complete annual reports for MNSAA accreditation, and school district and archdiocesan reporting.
- Work with school district on securing textbook aid and Title II funding.
- Coordinate school purchasing of textbooks and classroom supplies.
- Assist with the writing of school weekly newsletter.
- Liaise with parish office in monitoring volunteer requirement information. Ensure required Essential 3 documents and processes are completed.
- Partner with teachers on field trip waivers and forms for extracurricular events.
- Provide back-up support to school nurse by providing care of sick or ill children and dispensing medication as necessary.
- Assist administration in conducting crisis drills and document events accordingly.

### **Job Qualifications**

- Minimum of high school diploma with experience working as an administrative assistant with mid- to high-level responsibilities; administrative assistant experience in a school setting preferred.
- Self-starter with an outgoing and positive attitude.
- Ability to problem solve.
- Evidence of good communication skills, written and verbal, and good organizational skills.
- Evidence of excellent computer skills, working with Word and Excel.
- Ability to work as a team member with staff, parents, and community members.
- Ability to interact and build positive relationships with students of varying ability levels and skills.
- Be an active, practicing Catholic committed to joyfully witnessing the faith to young people

### **Community Description**

St. Vincent de Paul School is a vibrant, thriving faith-filled community located in Brooklyn Park. Our 470+ PreK-8 students are inspired to live out our mission to KNOW and celebrate our Catholic faith, LOVE God

and our neighbor, and SERVE as disciples of Jesus Christ. Our very talented staff members are among the best and enjoy collaboration and professional growth. This is a great opportunity to be a part of our wonderful faith community!

**Application Instructions**

Please send cover letter and resume to Lisa Simon, Principal, [licasimon@saintvdp.org](mailto:licasimon@saintvdp.org).