

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

Maria High School is seeking an energetic, organized, Administrative Assistant to support the Principal in a variety of areas.

Responsibilities:

- ◆ Keep the principal's calendar, processes mail
- ◆ Prepare and distribute agendas and meeting minutes as needed
- ◆ Incorporate revisions and addition into various handbooks and job descriptions
- ◆ Receive and bring to the principal's attention requests for personal days, professional days, and monies related to department budgets as well as other requests requiring the principal's approval
- ◆ Prepare and collect letters of intent, contracts, and professional growth records
- ◆ Prepare schedules and materials used by the Principal for the supervision/evaluation process
- ◆ Maintain faculty and educational staff records
- ◆ Prepare and distributes communications to the faculty via hardcopy or email
- ◆ Oversee mailings to families
- ◆ Assist in the process of grade entry and report card production and distribution
- ◆ Research and prepare annual reports for the Office of Catholic Schools, State Board of Illinois/ Office of Education accreditation report and parent transportation reimbursement requests, IHSA and AdvancEd accreditation
- ◆ Assist with production of materials for faculty meetings and new teacher orientation
- ◆ Serve as liaison to colleges and universities seeking to place student teachers and observers
- ◆ Provide substitute teachers for teachers absent because of illness or personal/professional business
- ◆ Coordinate end of the year faculty check out process
- ◆ Perform other duties as assigned by the Principal

Position Requirements:

- Skilled team player
- Ability to communicate with all populations, including board members, administration, faculty and staff, parents and students.
- Ability to organize and maintain an efficient and effective office
 - Self directed and independent worker
 - Problem solver
 - Manages time effectively
- Ability to maintain confidentiality
- Proficiency in informational technology especially office soft ware and use of the internet
- Ability to take meeting minutes
- Willingness to upgrade and expand skill sets as needed

Maria High School is a Catholic, college preparatory high school for young women which offers a challenging academic program that responds to individual interests and needs. The faculty and staff, committed to the pursuit of excellence, provide a caring, respectful environment which inspires each student to live her faith, discover her gifts and cultivate life-long relationships. Maria woman make a difference in the world.