



Administrative Assistant Job Description

Job Title:	Administrative Assistant
Location:	Mater Dei High School
Reports To:	Principal of Mater Dei
FLSA Status:	Hourly, Non- Exempt
Last Revised:	January 2024

Mission: *Inspired by Mary, Mother of God, Mater Dei High School exists to provide a caring and disciplined learning environment that builds upon the education established by Christ, carried forward by the Catholic Church, and nurtured by families.*

Vision: *To be recognized as a compassionate community devoted to Mary, Mother of God, where faith, hope, and love are rooted in the Catholic tradition, where knowledge is pursued with passion and excellence, and where character is exemplified through service, discipline, and respect.*

Core Values: *Our behaviors and decisions are guided by our core values of caring, commitment, and community. We aspire to be more Christ-centered and respectful, while fostering a sense of belonging.*

Summary:

The Administrative Assistant duties and responsibilities include providing administrative support to both the faculty & staff and students with emphasis on ensuring the overall operation of the main office is efficient. Primary focus is on student and visitor management; attendance management; health management; safety management and IDOE state reporting, but may include other duties as assigned. Environment is very fast-paced and requires the ability to shift focus at times. The Administrative Assistant should conduct themselves in a manner consistent with the Core Values of Mater Dei and that the school and the Catholic Church are represented in a positive fashion.

Responsibilities:

- Answer and direct incoming phone calls
- Accurately manage student attendance records on a daily basis (for each block); file medical/notes.
- Schedule and coordinate yearly sophomore hearing checks; send out recommendations and maintain records for state reporting.
- Accurately manage student immunization requirements in the student information system (PowerSchool); maintain records for state reporting.
- Update attendance and immunization resources for back-to-school packets.
- Order copier supplies and coordinate maintenance issues.

- Work with School Safety Specialist on the coordination and reporting of monthly drills.
- Collect/update EVSC bus transportation list.
- Maintain Career and Tech Student daily log-in/out, EVSC driving forms, field trips for attendance documentation, and senior internship tracking.
- Work with Enrollment Manager to process and upload Choice Scholarship forms to the IDOE within the allotted timeframe.
- Schedule and coordinate underclassmen picture day.
- Complete Education Verifications and Transcript request as they come in.
- Take care of students that become ill; coordinate parent pick-up if necessary.
- Manage all student (OTC or prescription) medication provided to us; document when doses are administered on a daily basis in PowerSchool.
- Review state reports for errors, exclusion or conflicts and make corrections before end of year reporting/sign-off.
- Attend any diocesan training as programs develop.
- Support administration on any additional tasks/events as needed.

Qualifications:

- High school diploma or equivalent; college degree preferred.
- Excellent time management skills and ability to multi-task in fast-paced environment.
- Attention to detail and problem-solving skills.
- Strong organizational skills.
- Proficient in Word, Excel, Google and PowerSchool (a plus).
- Knowledge of office management systems and procedures.
- At least five years of experience in the field or in a related area.
- Previous experience in school office setting is preferred, but not required.

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville and submit to a background check.

To apply, please send a cover letter, resume, professional references to: jscheu@evdio.org