

**St. Joseph Parish**  
**910 Wilson Avenue**  
**Menomonie, WI 54751**

**JOB DESCRIPTION**

Title: **School Administrative Secretary**

Classification: Hourly – Full time/Academic year

Location: On site

Reports to: Pastor & School Administrator

Performance Evaluation:

**SCOPE OF DUTIES**

**General Statement of Duties:** The School Administrative Secretary is responsible for the smooth and efficient handling of day-to-day activities and administrative tasks for St Joseph School. This position is also accountable for the accurate recordkeeping of School tasks/events. Assists the Pastor, Parish Administrative Secretary, Principal, Director of Religious Education and Business Manager with other duties as assigned.

**ESSENTIAL DUTIES**

- **General Office:** Receive visitors; answer telephones and deliver messages; mail handling, processing and delivery; Assist students and teachers; Assist visitors; Assist Business Manager with RaiseRight/SCRIP program; Assist with proofreading School materials; Filing; Act as the welcoming face of the school & parish; Attend weekly staff meetings; submit/manage annual expense budget; perform other duties as assigned by the Business Manager.
- **School Support:** Prepare, distribute and check-in weekly family communication packets; prepare and process field trip permission forms, provide fundraising support; administer non-life threatening first aid; Assist School Administrator with inventory, ordering and receiving school supplies, process School attendance and verification; manage student records requests; perform other duties as assigned by the School Administrator.
- **Recordkeeping:** Safe Environment Coordinator for school; Assist the Director of Religious Education with religious education recordkeeping and documents; Maintain/update School calendar of events.
- **Publications:** Quarterly Newsletter; School website; Social media posts; School forms & flyers; Marketing for the school.
- **Meeting Attendance:** weekly Parish Office staff

**MINIMUM QUALIFICATIONS**

Education, Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality.
- Knowledge and understanding of office equipment and tools.
- Strong human relation skills: attention to details and accuracy, self-motivated, flexible, demonstrates initiative, and works with minimal supervision.
- Knowledge and current training in First Aid applications (emergency & non-emergency).