

## **Lower/Middle School Receptionist & Attendance Clerk 2019-20**

Sacred Heart Schools, Atherton (SHS) is rooted in a strong and deep history. Founded in 1898 by the Society of the Sacred Heart, an international congregation of Catholic women religious, it is a Roman Catholic, independent, coeducational school dedicated to the educational philosophy expressed in the *Goals and Criteria* of Sacred Heart Schools. SHS is made up of three divisions: Preschool & Kindergarten, Lower & Middle Schools (grades first through eighth) and Preparatory (grades nine through 12).

Located on a beautiful 64-acre campus in the San Francisco Bay Area, SHS is one of 24 schools in the U.S. and Canada Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. The school's mission is to educate the whole child to be a leader who loves God and serves others.

The role of the Lower/Middle School (LMS) Receptionist and Attendance Clerk at Sacred Heart Schools, Atherton (SHS) is an exceptional entry-level opportunity to grow your career as a respected staff member of one of the Bay Area's premier independent Catholic schools. This full-time position enjoys a 10-month schedule of duties beginning in early August 2019.

### **Qualifications and job description:**

Essential Duties include but are not limited to:

- Providing accurate reporting for daily period-by-period attendance of students;
- Communicating with students, parents and faculty regarding attendance and related issues;
- Preparing attendance reports and maintaining attendance records;
- Performing attendance accounting work which involves data entry for each period of the day
- Contact parents/guardian to determine all absences, clear student records on the computer/system as appropriate;
- Enter/scan attendance data into system and appropriately code absence, early dismissal and tardies;
- Prepare student attendance profiles for administrators, faculty or parents as requested;
- Review and prepare messages from counselors, school administrators and parents to classrooms;
- Assist with data processing and other related clerical needs of the P-8 administrative office with minimal direction from the Executive Assistant to the P-8 Principal and/or Office Manager

Required knowledge, skills, abilities and experience include but are not limited to:

- Demonstrated commitment to equity and inclusion.
- High school diploma or GED and a minimum of three years of experience in a similar position, BA degree preferred.
- Ability to apply common sense understanding and to carry out instructions, furnished in written or oral form.
- Must demonstrate a calm demeanor and peaceful confidence under pressure and in high-stress situations.
- Must have competency with MS Word, Excel, Google docs and Internet functions.
- Ability to use basic office equipment (FAX, copier, printers, security cameras, etc.).
- Ability to communicate effectively in English with all constituents in a school environment while exhibiting extreme diplomacy. Additional ability in Spanish strongly preferred.

### **A detailed job description, detailed instructions for applying and information about the school**

**can be viewed at the school website:** <http://www.shschools.org/Page/About/Careers--SHS>

**Salary:** This position offers competitive compensation based on years of experience and skills level; health and welfare benefits subject to plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

**Please email resume and cover letter to [HR@shschools.org](mailto:HR@shschools.org) attn.: Kathy Tuccio, Director of HR**

#### **STATEMENT OF NON-DISCRIMINATION**

*Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.*

*As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.*