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WALLA WALLA
CATHOLIC SCHOOLS
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Walla Walla Catholic Schools Job Description Assumption School Administrative Assistant

Interested applicants should send a letter of interest and resume to Melissa Thiessen at mthiessen@wearewwcs.com

Relationships:

- Is hired, supervised and evaluated by the Principal of Assumption or his designee
- Part-time: Share hours and responsibilities with another part-time admin assistant
- Supportive of the Mission of the WWCS
- Collaborates with other school administrators/staff
- Complies with WWCS policies and procedures
- Complies with policies and regulations of the Catholic Diocese of Spokane
- Complies with state and federal laws and regulations

Staff:

Office volunteers or student aides

Time and Benefits:

- Part time (20-25 hours/week)
- Regular office hours
- Flex time: adjusted for required tasks
- Medical and Dental according to diocesan policy (full time)
- Accrued vacation and sick leave according to diocesan policy
- Participation in diocesan retirement program
- Tuition reduction determined by WWCS policy

Qualifications:

- Comfortable working with varied software systems
- Bilingual English-Spanish (strongly preferred)
- Roman Catholic (preferred)
- Active in his/her faith community
- AA or BA degrees (preferred)
- Current First Aid/CPR
- Proficient in Microsoft Office, Google Calendars/Docs, Skyward program
- Office experience
- Written and verbal articulation
- Familiarity with Catholic School environment

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Work requirement:

- Is personable, tactful, and patient
- Work is organized, complete, accurate, and timely
- Is respectful of confidentiality
- Flexible in response to changing task assignments and handling multiple tasks
- Is respectful of channels of authority and decision making
- Communicates clearly and honestly
- Contributes to a positive collaborative working environment
- Follows direction and advice
- Communicates with students

Responsibilities:

- Responsible to WWCS Director of Finance and Assumption Principal
- Channeling of phone calls, mail, messages and visitors to appropriate person(s)
- Maintains a friendly, professional and efficient atmosphere in the Assumption office
- Maintains professional appearance in the school
- Coordination of daily attendance policy and records for students and staff
- Assist in students records
- Assists with care of student illness or injury
- Assists with sale of SCRIP
- Coordination of staff notebooks
- Coordination of required student form, emergency forms, release forms, field trip forms
- Coordination of ordering office and staff supplies
- Coordination and completion of copying materials
- Collection and records of student participation fees
- Preparation of daily/weekly/monthly staff and student bulletins and calendars
- Supervision of office aides and volunteers
- Coordinates and contacts substitutes for teachers
- Assists in parental contact for school and/or students
- Assist with parent conferences
- Sets up student schedules and assists with grade reports to parents
- Coordination of school postage
- Completes all necessary forms and documents for state, local and diocesan levels
- Maintains emergency practice records
- Other tasks as reasonably assigned