

# **Saint Theresa Catholic School – Sugar Land**

## ***Position Description – School Secretary***

### **Introduction**

Saint Theresa Catholic School seeks a Full-Time School Secretary to support the needs of the Business Manager and Development Director, and to assist in the efficient operation of the school office. STCS is a Classical educational institution in the Archdiocese of Galveston-Houston serving Pre-Kindergarten to 8<sup>th</sup> Grade students. STCS is a 2020 National Blue-Ribbon School and a member school of the *Institute for Catholic Liberal Education*. STCS has also been named by the Cardinal Newman Society an *Honor Roll School* and is recognized as an official *Theology of the Body* campus. Saint Theresa Catholic School is fully committed to furnishing students with an education that combines the wisdom of the classics with a firm foundation in faith and morals. Located in Sugar Land, Texas, Saint Theresa Catholic School's rigorous liberal arts curriculum includes daily instruction in Latin starting in Kindergarten; classes in traditional liturgical chorus three days a week; and lessons in Art and Art History twice a week. In keeping with our mission, we "strive to form students who have a genuine love of God and the Church and who are prudent, compassionate, kind, courageous, and generous in their service of one another and to others."

### **Position Summary and Objectives**

The School Secretary's primary duties are to maintain efficient operation of the school office to ensure that optimal services are available to staff, students, parents, and the community. The School Secretary will also support the Business Manager and The Development Director with daily tasks and long-term projects. The School Secretary must demonstrate a knowledge of office skills, technology, and general operations of the school. The School Secretary must be a people person and display a positive attitude in working with all campus visitors, staff, students, and parents.

### **Personal Characteristics**

The School Secretary must be responsive to all constituents and be able to work independently. This includes the following characteristics:

- Be affable and kind, displaying a positive attitude in working with all campus visitors, staff, students, and parents.
- Be knowledgeable with respect to current business technology and best practices..
- Have strong verbal and written communication skills and excel at interacting with faculty, families, committee chairs, vendors, and the greater community.
- Be a self-starter, possess strong time management skills, and the ability to multi-task.
- Support, embrace, and instill the habit of excellence and virtue to foster the vision of Saint Theresa Catholic School as an educational institution that finds glory in the true, the beautiful, and the good.
- Demonstrate the skills, attitudes, and stable disposition of character to support the richness of our Catholic and Classical identity while fostering the development of mind, body, and spirit in our students, our faculty and staff, and the greater community.

## **Qualifications**

The School Secretary must be a person of unquestioned integrity and possess a heart for stewardship and a commitment to Catholic education. Ideal candidates will have experience working in business and/or customer service, and be flexible, patient, and good humored.

The qualified candidate must have:

- At least a high school diploma or its equivalent.
- The ability to develop and maintain working relationships with faculty, students, families, and staff campus wide.
- The proven ability to work as a team with school administration, faculty, and staff.
- Proficiency in Microsoft 365.

## **Specific Accountabilities**

- Receive, screen, and route all incoming calls.
- Receive all school visitors, determine their needs, direct them to the proper person or location.
- Verify that all visitors sign in and are provided a visitor/volunteer badge in keeping with the school/archdiocesan policy.
- Display courtesy, helpfulness, and professionalism as part of representing the school.
- Receive all incoming student forms and route them appropriately.
- Sort and distribute all incoming and outgoing mail/deliveries.
- Handle school intercom system-announcements, classroom calls, etc.
- Act as a source of communication between the school and parents (route calls, requests, etc., appropriately).
- Assist in sending emails, flyers, notices, etc. (Friday folder information).
- Keep desk and front office in presentable order.
- Purchase general office/classroom supplies as needed.
- Restock workroom, teachers' lounge, and office supplies as needed.
- Deliver mail to post office as needed.
- Be knowledgeable of all policies, rules, and regulations as stated in the Parent/Student and Faculty handbooks; observe and enforce procedures and policies contained in handbooks with consistency and without discrimination.
- Accept willingly any reasonable special assignment requested by Principal, Business Manager, and Development Director.

## **Back up for School Nurse (when Nurse or Admin. Asst. are unavailable)**

- Examine students in the clinic, being careful to always use gloves.
- Log any symptoms, temperature reads, or complaints of the student as well as the date received, time received, name of student, grade of student.
- Carefully assess any head traumas.
- Administer medicines only to students with proper PRN forms – be sure to read PRN forms carefully.
- Call parents of ill students for pick up, to inform of a medical need to use medicines provided, or to inform about an accident/incident.

**Additional Duties**

Performing other related tasks as assigned by the Business Manager and/or the Development Director.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**Equipment**

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

**Disclaimer:**

**The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.**

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**Employee Signature**

**Date**