

School Secretary – OCS K-3 Campus

Owensboro Catholic Schools is seeking applicants for a School Secretary at Owensboro Catholic **K-3 Campus** for the 2021-2022 school year. The candidates must be a practicing Catholic in good standing with the Church. The school secretary is responsible for general secretarial duties in the school office, greeting and welcoming the public and coordinating teacher/students' needs for office services.

- Essential Job Functions
 - Perform secretarial and clerical functions necessary for the efficient functioning of the school
 - Uses word processing skills to prepare forms, spreadsheets, checklists, class lists, etc.
 - Files, collates and copies material as needed by the principals and or faculty
 - Maintain attendance records and student records
 - Maintain all office machines
 - Maintain inventory of all office supplies and orders supplies as needed
 - Handle enrollment and withdrawal of all students coming to and leaving schools in accordance with school policies
 - Receive visitors, accepts and directs phone calls, distributes mail and handles all office duties
 - Maintain confidentiality of all personal records and information
 - Maintain faculty attendance records and submits payroll forms for substitute teachers to HR
 - Approve timecards for all classroom aides and after school workers
 - Maintain invoices and credit card receipts and sends them to AR/AP in Central Office
 - Update all databases with changes in student, parent, and faculty information
 - Attend open houses, faculty in-service days and meetings as needed and requested
 - Maintain updated student records, emergency paperwork and school files
 - Work with all staff members to form a positive, supportive team atmosphere
 - Participate in recommended training programs, conferences, courses and other aspects of professional development
 - Perform other duties as requested by the Principal
- Requirements and Qualifications:
 - High School diploma or equivalent
 - Must possess necessary secretarial skills
 - Maintains a professional attitude and loyalty to the school
 - Treats all parents and children with dignity and respect
 - Ability to perform outlined tasks with minimal supervision
 - Ability to maintain confidentiality in all aspects of job
 - Must have ability to multi-task, organize and meet deadlines

Note: The successful candidate must pass criminal background check and complete safe environment training for the Diocese of Owensboro before employment can be granted. Owensboro Catholic Schools is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter

brooke.hattabaugh@owensborocatholic.org or write Brooke Hattabaugh, Owensboro Catholic Schools Human Resources, 1524 W Parrish Ave, Owensboro, KY 42301.