

ARRUPE JESUIT HIGH SCHOOL

Administrative Assistant to the Principal



Position Description

The Administrative Assistant to the Principal serves the mission and community of Arrupe Jesuit High School by providing logistical and organizational support for the work of the Principal. He/she assists with project and data management for the Principal and Assistant Principal, communicates on behalf of the Principal with various internal and external constituents, and helps to manage the daily operations of the Principal's office.

Responsible to:

Principal

Position details:

- Typical daily hours are from 7:45 a.m. to 4:45 p.m.
- Requires some availability on evenings and weekends, mostly with advance notice

Primary responsibilities:

- Project management for the Principal and Assistant Principal for Academics
 - Serves as the point person for annual data report submissions
 - Communicates with the external organization
 - Communicates with the school departments who provide information; supplement as needed from school information system (i.e., Administrator's Plus) and other sources
 - Serves as the point person for accreditation, sponsorship, and mission effectiveness reviews in collaboration with the Assistant to the President
 - Communicates with the external organization
 - Communicates with the school departments who provide information; supplement as needed from school information system and other sources
 - Gathers and organizes documentation
 - Assists with the application processes for faculty and staff positions
 - Receives initial inquiries from job applicants; collects application materials and presents them to the hiring committee
 - Corresponds with job applicants throughout the process
 - Tracks application progress and assists with action items
 - Conducts reference and experience checks
 - Schedules and coordinates phone interviews and visits
 - Coordinates external visits from the Jesuit Province, Jesuit Schools Network, Cristo Rey Network, etc. in collaboration with the Assistant to the President



- Produces Report Cards in collaboration with the Assistant Principal for Academics and the Director of Academic Support; assists the Main Office Receptionist with distribution/mailing as needed
- Coordinates planning, execution and follow-up for school events for students and families (e.g., Back to School Night, Report Card Nights, College Nights, etc.)
- Collaborates with the Assistant to the President, the Assistant Principal for Academics, Pastoral, Philanthropy, and College/Alum offices on the planning and execution of other school events (e.g., Capstone Day, School Masses, Mock Interviews, College Fairs, etc.)
- Assists with the management of summer programming
 - Procures daily lunch for students and provides for adequate clean-up
 - Assists the Principal and Assistant Principal for Academics with Summer School/Enrichment operations as needed
- Data management for the Principal and Assistant Principal for Academics
 - Fulfills Registrar responsibilities in collaboration with the Assistant Principal for Academics
 - Produces official transcripts for current students and alumni
 - Fulfills external requests for student and alumni information
 - Collects and stores essential forms from students and families (e.g., Handbook agreement, Federal Free and Reduced Lunch Program, etc.)
 - Assists with gathering and submitting information regarding the school lunch program
 - Generates reports using the school information system
 - Tracks monthly enrollment statistics
- Communication with the Principal's Administrative Team
 - Drafts agendas for weekly Admin Team meetings; distributes finalized agendas to the Admin Team (electronically and hard-copy); records meeting minutes
 - Tracks and assists with the execution of Admin Team action items
 - Maintains an updated list of upcoming school events
- Written correspondence
 - Drafts correspondence for students and families from the Principal and Assistant Principal for Academics; provides Spanish translation as needed
 - Drafts Principal's Report to the Board of Trustees; collects College/Alum and Admissions Updates for the Board of Trustees
- Principal's daily calendar and office operations
 - Maintains the Principal's daily calendar; helps to accommodate time-sensitive meetings with the Dean of Students and Counselors; troubleshoots schedule conflicts as needed
 - Schedules meetings for the Principal with internal and external constituents
 - Provides Spanish translation during family meetings with the Principal and Assistant Principal as needed



- Tracks and assists with the execution of Principal's daily action items
- Supports the Main Office Receptionist as needed
 - Track student attendance
 - Communicate with families in-person and on the phone
 - Fill in at the front desk when the Receptionist is away
- Manages the use of common spaces in the school building in collaboration with the Assistant to the President; schedules their use through Google Calendar

Qualifications and skills:

- Bachelor's degree with experience related to the duties and responsibilities specified above
- Strong belief in Jesuit, Catholic education, particularly as it is expressed in the mission and values of Arrupe Jesuit High School
- Exceptional oral and written communication skills; ability to compose and edit written materials with consistent use of institutional branding
- Conversational and written fluency in Spanish
- Strong interpersonal skills
- Sensitivity to the needs of families that live in or on the margins of poverty
- Sound and professional judgment in communicating with a wide range of stakeholders, and in handling sensitive and confidential issues
- Ability to organize, prioritize, schedule, and complete job tasks effectively and accurately
- Strong fluency with Microsoft Office and G Suite platforms
- Commitment to self-reflection, collaboration, continuous improvement, and regular feedback processes

Contact: Please send your resume and cover letter to jobs@arrupemail.org