



**CENTRAL
CATHOLIC**
HIGH SCHOOL

Men of Faith, Men of Scholarship, Men of Service

CENTRAL CATHOLIC HIGH SCHOOL
4720 Fifth Avenue
Pittsburgh, PA 15213

Position Description

Administrative Assistant to the Principal

Mission Statement

The Central Catholic Promise: To inspire boys to become Men of Faith, Men of Scholarship, Men of Service.

Central Catholic High School, a college preparatory school for boys, is guided by the educational principles of St. John Baptist de La Salle.

The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and learning and develops leaders rooted in the Gospel values of integrity, respect, service, justice, and peace.

Administrative Assistant to the Principal Position Overview:

The Administrative Assistant to the Principal is of critical importance to the proper operation of Central Catholic High School. The position requires excellence in the areas of communication, administrative support, clerical support, and professionalism. The expectation is to initiate positive interaction and provide relevant information to appropriate staff and administration. Additionally, the role requires self-motivation and an ability to seek improvements for the betterment of the school. Clerical support requires consistent and effective maintenance of records for all school-based business as directed by the school administration, while maintaining a calm and personable demeanor and detailed organization as a means of producing effective clerical support within the school. The position must always ensure confidentiality and encourage others to maintain confidentiality as well. This is all done in a spirit of our Catholic faith and Lasallian charism that supports the school in the mission of having a community that develops students in Men of Faith, Men of Scholarship, and Men of Service.

Reports to: Principal

Direct Reports: None.

Status: Full-time, 12-month per year, exempt position

Responsibilities:

Provides support and participates in programs/events, which include, but are not limited to:

- Open Main Office daily at 7 am.
- Welcome Night.
- Orientation days.
- Open House.
- Parent Teacher Conferences.
- Faculty/Staff retreat.
- In-service and retreat days.
- Convocations, Baccalaureate Mass, and Commencement.
- Other days and evenings as necessary.

Duties:

- Works with the compliance officer to collect and maintain submitted records.
- Ensures the completion of Protecting God's Children and all other Diocesan, State, and Federal Clearances for all new hires (part-time and full-time) and volunteers.
- Effectively communicates the proper completion of Protecting God's Children and all other Diocesan, State, and Federal Clearances to the Business Office and the Principal.
- Coordinates, completes, and submits Act 168 records for former employees.
- Serves as a liaison for various campus groups including the Mother's Guild and the extracurricular booster groups.
- Effectively communicates with the school administration the request for upcoming events (i.e. Mother's Guild breakfast or invitations to upcoming banquets).
- Collects completed Teacher Information Forms at the start of the school year.
- Collects completed TA 10A Forms at the conclusion of the school year.
- Collects and maintains all Act 48 hours.
- Coordinates and maintains the Master Schedule for all facilities being used.
- Communicates with the other Administrative Assistants and the administrative team about concerns, requests, upcoming events, and/or opportunities that may arise in a day.
- Communicates with staff and faculty about policies and procedures when necessary.
- Maintains a neat, orderly, and clean Main Office.
- Receives the school's normal vendors or delivery personnel (i.e. postal worker, delivery personnel, IT repair personnel, photographer, memorabilia representatives, etc.).

In addition to the specific roles and responsibilities noted in the position description, the Administrative Assistant to the Principal may, from time to time, be asked to assist other department employees and/or lead projects, tasks, and activities at the discretion of the Principal and/or the President.

Position Requirements:

- Openness and willingness to learn and live out the Lasallian charism and mission of Central Catholic.
- Be able to work from the hours of 7:00 am. To 3:00 pm (Summer and non-school day hours will vary).
- Willingness to work evenings/weekends as necessary.
- Excellent oral and written communication skills.
- Experience with student supervision and parent communication.
- Skilled at building and sustaining excellent relationships in the community with both adults and students.
- Experience with clerical work.
- Proficiency in Microsoft Suite (Word, Excel, Adobe, etc.).
- Experience maintaining accurate and appropriate records, both electronically and paper.
- Must be a detail-oriented person.
- Ability to work independently and collaboratively within an office setting.
- Ability to function proactively by organizing and prioritizing work, resolving problems, and simultaneously managing multiple priorities to ensure that goals are met.
- Positive attitude, relationship-building skills, a high level of self-motivation, and a strong, responsible work ethic.
- The necessary character to be able to listen and work well with others, but also know and effectively communicate the expectations and limits of the position.
- According to both State and Diocesan requirements, all employees must file Criminal Record, Child Abuse, and FBI clearances with the school. In addition, new employees must complete the Mandated Reporting training and a Protecting God's Children session.

Additional Benefits of Working at Central Catholic High School:

- Opportunity to be a part of a mission driven community.
- Ranked the top college prep high schools in the Pittsburgh region by Niche.
- Pittsburgh Post-Gazette Top Places to Work 2018
- Opportunity to be a part of a dynamic team which is in the midst of preparing for the 100th anniversary of the school.
- Free Parking in Oakland
- Professional Development opportunities, both professional and spiritual

Resume and cover letter should be sent to:

hr@centralcatholicshs.com

Debbie Rhoads
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www.CentralCatholicHS.com