



**Job Title:** School Administrative Manager

**Written/Revised:** 03/21/19

**Parish:** Saint Francis de Sales

**FLSA Code:** Salary/Exempt

**Responsible to:** School Principal

**Pay Range:** \$30,000 annually

## I. JOB SUMMARY

Responsible for all administrative duties that are not directly related to instruction and student achievement including assisting the principal, dean of students, and preschool director in managing school and preschool activities, supervising of school office volunteers, and marketing and promotional activities.

## II. ESSENTIAL JOB RESPONSIBILITIES

### I. ADMINISTRATIVE SUPPORT

- Manage all school scheduling, special events, field trips, cafeteria, transportation, playgrounds and cleaning
- Assist in managing community use of school site
- Monitor school and preschool budget and purchasing
- Responsible for whole School Safety Plan: disaster preparation, fire drills, student, staff and public safety, and student health
- Maintain equipment, textbook and supply inventories for both school and preschool
- Coordinate with the principal and dean of students to maintain a positive, safe learning environment for students by enforcing school discipline plan
- Monitor student attendance and coordinate efforts to improve student attendance
- Responsible for school and preschool public relations, marketing and communications plan: promote the school through positive relations with the community, businesses, students and parents
- Coordinate and communicate activities schedules between the school and preschool
- Update and maintain website and social media forums
- Supervise, schedule and evaluate volunteer and non-instructional classified staff on site
- Schedule substitute teaching staff as necessary
- Process registrations, grant and tuition assistance applications for both the preschool and elementary school
- Maintain student files, keeping sensitive information confidential
- Update processes to increase efficiency and transition to digital mediums
- Research and apply for grants available to the school through the Catholic Foundation and other resources
- Primary communicator for the school and preschool (Flocknotes, Facebook, emails, letters, etc.)
- Assist principal with speech writing, presentations, and meetings
- Log and deposit school cash receipts
- Follow-up with delinquent school tuition accounts
- Other duties as assigned

### V. SKILLS AND KNOWLEDGE

- Team player and a heart for children
- Outstanding written and oral communication skills
- Proficient in Microsoft Office software, including PowerPoint, Excel and Word
- Proficient in web research
- A customer service orientation and attitude; interpersonal skills using tact, patience and courtesy
- Ability to assess and solve problems
- Knowledge of laws, rules and regulations related to assigned activities
- Budget preparation and control is preferred but not required
- Ability to handle conflict is non-negotiable
- Should be prompt, dedicated, and organized; excellent time management skills are essential

## Education and Experience

- Bachelor's degree in business management, education or related field
- Supervisory experience
- Protecting God's Children Certified
- Background check is required

## ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic Institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

### ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at here [http://www.vatican.va/archive/ENG0015/\\_INDEX.HTM](http://www.vatican.va/archive/ENG0015/_INDEX.HTM).

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date

The following items marked with an “X” are the physical and mental job requirements that are **essential** for this position.

**Physical**

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
  - X Stairs
  - Ladders
  - Scaffoldings
  - X Ramps
  - Poles
  - In-Out/Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-line

**Coordination**

- X Balancing
- X Handling
- X Controls (buttons, knobs, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- Driving

**Mental**

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling People
- X Judgment
- Bilingual
- X Imagination
- X Initiative
- X Patience

**Perception**

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

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Pastor's Approval

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Date

**Interpersonal**