

Elementary Administrative Assistant

Position Title: Elementary Administrative Assistant

Location: Ss. Peter & Paul Catholic School

Reports To: Principal and Office Manager

Employment Type: Full-Time

Compensation: Hourly pay based on experience and education

Position Summary

The Elementary Administrative Assistant provides clerical, organizational, and customer service support to ensure the efficient daily operation of the school office. This position serves as a primary point of contact for students, parents, staff, and visitors while maintaining confidentiality and professionalism in a fast-paced educational environment.

Key Responsibilities

- Greet and assist students, parents, staff, and visitors in a professional manner
- Answer and direct phone calls, emails, and other communications
- Maintain student records, attendance reports, and office files
- Assist with student enrollment and registration processes
- Prepare correspondence, reports, newsletters, and school communications
- Schedule meetings, appointments, and school events
- Support administrators and teachers with clerical and organizational tasks
- Operate standard office equipment including copiers, printers, and multi-line phone systems
- Process incoming and outgoing mail and deliveries
- Maintain confidentiality of student and staff information
- Assist with substitute teacher coordination and daily attendance tracking
- Perform other duties as assigned by school administration

Qualifications

- High school diploma or equivalent required
- Associate degree or college coursework in business administration, education, or related field preferred
- Previous administrative or school office experience preferred
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office, Google, Canva and general office software
- Ability to multitask and work effectively in a busy environment
- Strong organizational skills and attention to detail
- Ability to maintain professionalism and confidentiality

Physical Requirements

- Ability to sit, stand, and walk for extended periods
- Ability to lift up to 20 pounds occasionally
- Ability to use office equipment and computers daily

Compensation

Hourly pay will be determined based on the candidate's education, qualifications, and relevant experience.

Benefits

- Health insurance
- Retirement/403(b) plan
- Dental and vision coverage
- Paid holidays and sick leave
- Paid Vacation

Equal Opportunity Employer Statement

Ss. Peter & Paul Catholic School is an equal opportunity employer and values diversity in the workplace.