



**St. Mary's Academy
Employment Posting for Faculty**

Job Position: Full-Time Receptionist and Administrative Assistant – Middle School

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed Lower and Middle Schools, and its High School for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds and fosters character and moral development from junior kindergarten to graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a full-time Middle School receptionist and administrative assistant, reporting to the Principal. The job includes a variety of tasks and responsibilities, many of which are listed below.

Ideal Characteristics:

- Possesses a warm and welcoming manner in person, on the phone, and in email;
- Possesses a strong work-ethic;
- Operates in an organized and detail-oriented manner;
- Meets due dates and commitments promptly;
- Maintains a professional work space;
- Understands, maintains, and honors confidentiality;
- Is empathetic and kind;
- Is punctual and dependable and possesses a record of good attendance;
- Is a patient and tenacious problem-solver;
- Is flexible and open to innovation;
- Is comfortable working with a variety of computer programs;

- Maintains composure in multi-tasking situations

Duties and Responsibilities:

- Greets and directs guests, answers the phone, and manages security door entrance;
- Issues tardy slips;
- Contacts parents when child is sick or injured;
- Oversees use of student use of the office phone;
- Oversees the check-out of playground equipment;
- Serves as the liaison for the school nurse consultant;
- Responds promptly to parent inquiries about special events, early release, and such;
- Interacts with facilities on behalf of the teachers and principal;
- Tracks teacher and student attendance;
- Support for scheduling and preparing forms for field and overnight excursions;
- Reserves SMA activity busses and schedules charter busses;
- Oversees ordering of supplies and books;
- Disperses medication per guidelines;
- Works with admissions to facilitate visiting students;
- Supports Academy Parents in event scheduling and management;
- Regularly interacts and manages the school-home information and management system;
- Maintains and updates student and parent information;
- Ensures all students have medical emergency release forms and up-to-date immunizations;
- Runs daily catering lunch report;
- Helps to maintain MS Public Calendar;
- Maintains finished student schedules;
- Assigns lockers;
- Manages substitute list and calls;
- Prints and prepares continuation certificates and final packets;
- Other duties as assigned by the Principal

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree
- Previous experience in school office administration
- A sense of resonance with the St. Mary's Academy mission
- First-aid Certification

Salary/Benefits:

Salary is commensurate with experience. This is non-exempt position with benefits.

How to Apply:

Interested candidates should send a cover letter and resume to MS Principal Martha Ashley at mashley@smanet.org. No calls, please.