

Administrative Assistant Opening Guardian Angels Central Catholic

Position Summary

- The High School Administrative Assistant provides essential administrative and operational support to ensure efficient daily functioning of the school office.
- Serves as a primary point of contact for students, parents, faculty, and visitors.
- Supports attendance tracking, service hour documentation, and student records using the FACTS Student Information System (SIS).
- Models professionalism and reflects the mission of Catholic education in all interactions.

Catholic Identity & Mission

- Model and support the Catholic mission, values, and beliefs of the school.
- Promote a welcoming, faith-centered environment.
- Participate in Masses, prayer, and faith-based activities as appropriate.

Office Operations & Front Desk Responsibilities

- Serve as the primary point of contact for the school office.
- Answer phones, greet visitors, and manage communications.
- Maintain organized office systems and scheduling.
- Support staff with clerical and organizational tasks.

Attendance & Student Records (FACTS SIS)

- Record and monitor daily attendance using FACTS SIS.
- Process absences, tardies, and early dismissals.
- Maintain accurate student records and generate reports.
- Ensure compliance with school and diocesan policies.

Service Hours & Student Data Management

- Track and input student service hours into FACTS.
- Maintain documentation and communicate expectations.
- Provide reports on student service completion.

Communication & School Support

- Assist with school communications and announcements.
- Collaborate with staff to support student needs.
- Maintain confidentiality in all communications.

Administrative & Operational Support

- Provide clerical support including data entry and filing.

- Assist with enrollment and event coordination.
- Perform additional duties as assigned.

Qualifications

- High school diploma required; associate or bachelor's degree preferred.
- Experience in administrative support preferred.
- Familiarity with FACTS SIS preferred.
- Strong organizational and communication skills.
- Commitment to Catholic education mission.

Fill out application and deliver to the high school or email it to matt.jansen@gacbluejays.org