



## Job Description

**JOB TITLE:** Administrative Assistant for School Program  
**REPORTS TO:** School Program Director  
**HOURS/STATUS:** Full Time/Non-Exempt  
**SALARY RANGE:** \$17.50 - \$19.15

### JOB SUMMARY

Provide support to the Director and Assistant Director of School Program.

### SPECIFIC JOB RESPONSIBILITIES

- Answers routine questions and directs non-routine questions to the appropriate employee.
- Serves as backup for switchboard and forwards calls and messages as needed.
- Assist Director and Assistant Director with staff recruitment.
- Compile and distribute monthly reports for related services for Medicaid billing.
- Maintain student and staff attendance.
- Facilitates school program referral process and maintains database.
- Completes school schedule utilizing school management system.
- Manages revisions to Blackboard and School Tool management systems.
- Responsible for program filing and record retention.
- Assist with mailing to student families at various times of the year.
- Assist full time School Administrative Assistant with other school support responsibilities.
- Responsible for administrative function of related services contracts including sending letters, following up to submit billing.
- Work with Human Resources on professional certifications and licenses.
- Works closely with the Director on the day-to-day activities of the program.
- Composes routine letters; types correspondence, memoranda
- Reviews correspondence/reports prepared by others for the Supervisor's signature for procedural and typographical accuracy.
- Assist with fire drill records.
- Assists with other clerical/secretarial/administrative tasks of comparable nature and difficulty as may be requested by the Director.
- Establishes and maintains Clinic records for students.
- Obtains information as necessary from files of former students.
- Assist with annual Committee on Special Education packets.
- Demonstrates sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff, and families of Holy Childhood.
- Other duties may be assigned.

### QUALIFICATIONS

Ability to interact with the public and with employees in a professional, respectful, confidential and helpful way. Excellent interpersonal skills, excellent oral and written communication skills, ability to follow directions and exercise good judgment. Knowledge of word processing software. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate and provide examples of continuous personal development and improvement; a consumer-focused attitude; Communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects.

**EDUCATION and/or EXPERIENCE**

Minimum of a high school degree with four years business or similar office experience.

**EQUAL OPPORTUNITY EMPLOYER**

Rochester School of the Holy Childhood, Inc., does not discriminate against any person on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date