



CATHOLIC SCHOOLS OF FAIRBANKS OFFICE ASSISTANT

The Catholic Schools of Fairbanks (CSF) relies on its staff members to be devoted to promoting the mission of CSF as a PK-12 family engaging the world through the integration of knowledge and wisdom, and being committed to the 5 Jesuit Pillars of our school. All CSF employees are dedicated to supporting the following school-wide expectations for student learning: students will exhibit leadership in church, community and society; students will thrive in a community of faith; students will be continuously challenged to realize their potential as lifelong learners; and students will demonstrate self-respect, self-confidence, and self-discipline. While CSF respects each employee's right to pursue his/her own personal faith, it is understood that in accepting employment with CSF the employee is agreeing to respectfully and actively uphold the practices of the Catholic Church and the school's Catholic identity.

The CSF Office Assistant works under the direction of the School Office Manager to provide support to the principals, leadership staff, and teachers. The Office Assistant performs a wide variety of technical and complex duties, including, but not limited to: providing information and/or communicating accurate information to parents, faculty, staff, and other agents in a professional manner; drafting written communications for the administration and school; greeting all visitors; procuring substitute teachers PK-12.

I. QUALIFICATIONS:

- A. Education:** high school diploma to include extensive knowledge of English, spelling, punctuation, and grammar.
- B. Experience:** Sufficient experience and/or educational background to provide the skills necessary to perform well in this position.
- C. Skills:** Must possess strong technical skills; a high degree of skill and confidence in working with digital communication platforms (PowerSchool, Facebook, Edmodo). Strong typing skills. Excellent skill and knowledge of standard office procedures and equipment; strong written, oral, and interpersonal communication skills.
- D. Knowledge:** Knowledge, proficiency, and experience working with computers and various types of software, including word processing, spreadsheet, database, desktop publishing, and E-mail are required. Experience using Google Drive ideals .

II. DUTIES AND RESPONSIBILITIES:

- A.** Maintain confidentiality, evaluate, and prioritize work to keep several projects progressing to completion simultaneously with minimal direction; communicate effectively with all types of people in a diplomatic manner.
- B.** Call and arrange Substitute Teachers, PK-12.

- C. Attend meetings as required.
- D. Review and interpret reports.
- E. Initiate phone and email contact with parents, students and staff.
- F. Answer phones, take messages, transfer calls.
- G. Assist with Electronic communication about CSF: School Newsletters, Facebook, Webpage.
- H. Oversee annual Safe Environment Records and communicate with Diocese.
- I. Create documents for administration and leadership staff as required: Programs (Mass and/or Graduation), certificates, etc.
- J. Proof-read documents.
- K. Perform filing duties as required.
- L. Photocopy and file documents as required.
- M. Assist with special events, especially Parent Teacher Conferences, Open House.
- N. Provide flexibility in schedule to accommodate special circumstances necessary for effective school and office functioning.

III. SUPPORTS A COMMUNITY OF FAITH

- A. Supports and implements the mission/philosophy of Catholic education and the schools, including the formal religious education program.
- B. Gives evidence of lived Gospel values.
- C. Celebrates liturgical prayer, prayer services, faith-sharing activities, and other forms of prayer with faculty, students, and parents (school community).
- D. Speaks to, acts towards, and assists students in a manner that is consistent with the teachings of the Church on issues of faith and morals.
- E. Exemplifies a sense of mercy and justice in dealing fairly with students and parents.
- F. Participates in building faith community.
- G. Contributes to a cooperative spirit within the school community.
- H. Demonstrates a willingness to plan, encourage, and participate in community-building activities (religious, social and educational).
- I. Welcomes all members to the community with a Christ-like spirit of openness, acceptance and helpfulness.
- J. Demonstrates a spirit of reconciliation when participating in problem situations affecting the faith community.

IV. INTERPERSONAL RELATIONSHIPS

- A. Uses discretion in all aspects of relations as they pertain to employment at the Catholic Schools of Fairbanks.
- B. Demonstrates openness and cooperation in working with the staff.
- C. Avoids discussing disagreements with administration/faculty/staff in the presence of students/parents/other staff.
- D. Keeps supervisor informed of activities, problems, and communications.
- E. Informs supervisor of students with special needs and/or special circumstances.
- F. Reports any knowledge or suspicion of child abuse as required by law.
- G. Works cooperatively and positively with colleagues and support staff.
- H. Shows appreciation for unique contributions of each staff member.
- I. Avoids idle and unprofessional talk about school personnel, students and parents.
- J. Collaborates with others in planning and implementing projects.
- K. Respects the position and work load of colleagues.
- L. Demonstrates positive interpersonal relations with students.

- M. Maintains professionalism when relating with students.
- N. Maintains positive interpersonal relations with parents.

V. OTHER PROFESSIONAL RESPONSIBILITIES

- A. Displays emotional stability, sensitivity, appropriate humor, flexibility, good judgment, and a positive, enthusiastic attitude.
- B. Dresses professionally and in accordance with school guidelines.
- C. Uses oral and written English correctly.
- D. Complies with all the policies stated in the Employment Agreement, Personnel Handbook and School Handbook.
- E. Demonstrates a sense of professional responsibility and leadership.
- F. Participates in school's self-study and evaluation activities.
- G. Accepts, willingly, related duties as assigned.
- H. Attends all faculty meetings, in-services, and other meetings as specified by the supervisor unless excused by the supervisor prior to the meeting.
- I. Provides necessary documentation for personnel file.
- J. Abides by the Code of Ethics and Conduct as outlined by the Alaska Professional Teaching Practices Commission and by the Diocese of Fairbanks.

VI. PROFESSIONAL GROWTH

- A. Keeps abreast of developments in effective office procedure, support and methodology.
- B. Interacts with colleagues to further professional growth.
- C. Takes advantage of opportunities for professional improvement.
- D. Actively participates in the employee evaluation process.
- E. Accepts constructive criticism positively.
- F. Corrects area noted for growth.
- G. Participates in school, regional, or other in-services in consultation with the supervisor.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform appropriate duties outside of their normal responsibilities from time to time, as needed.