



## **Our Lady of Mercy Catholic School**

7 Elmwood Drive, Daly City, CA 94015

Telephone: (650) 756-3395 Fax: (650) 756-5872

### ***Mission Statement***

The Mission of Our Lady of Mercy Catholic School, in collaboration with our families and communities, is to provide faith-based Catholic Education that engages and nourishes our students' spiritual, academic, social, and emotional formation that empowers them to be of service to God and others.

***Job Opening:*** Our Lady of Mercy School, a pre-school to 8<sup>th</sup> grade school, in the Westlake District of Daly City, is looking for a full-time, school-term **Secretary / Receptionist.**

### **JOB SUMMARY**

This position provides administrative support to various functions of the school using the different online platforms to manage school information and daily operations. Handles daily work routines to address ongoing needs of staff, parents, and the staff. Must be able to successfully perform the essential duties and responsibilities in an environment with frequent / intermittent interruptions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following.*

Assists students and staff in day-to-day operations (e.g. photocopying, incident reporting, managing minor student injury, clerical support as needed)

Maintain accurate and current staff and personnel records including contact information, injuries and status.

Track and maintain current student records.

Perform general office duties including answering multi-line phones, greeting the public, word processing, filing, sorting and handling incoming and outgoing mail.

Serve as substitute coordinator for the building contacting substitutes for all teachers as needed.

Track, maintain, process, and purchase supply requests in compliance with archdiocesan policy and procedure, maintain inventory of supplies, provide reports.

Inventories, orders and stocks supplies for building and staff. Inputs orders and coordinates with vendors for timely delivery.

Collects teacher clearance forms at end of year and tracks for following year.

Assist with collection of fees and billing.

Assist in completing special assignments / projects as directed by principal.

Appropriately maintain and secure confidential records and inquiries.

Professionally represent the school and the Parish in interactions with parents, community, staff, and students.

Create and coordinate schedules including scheduling meetings, making room arrangements, field trip schedules, school newsletters.

Follow and administer medical protocols for students and provide first aid to staff and students and maintaining an accurate log of distribution consistent with Diocesan policies.

Greet parents, students and staff in main office and direct as appropriate providing guest badges, tardy passes, etc.

Supervise students in main office area. Refer students to principal and contact parents as necessary.

Other duties as assigned by the principal.

## **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience in typing, general clerical and/or training or equivalent combination of education and experience. Higher educational attainment is desired. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with small children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Proficiency in second language (Spanish, Chinese, or Filipino) is desired.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills:** Proficiency in the usage of database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: Google Suite, MS Word and Excel. Ability to type accurately and proficiently. Familiarity / proficiency with SchoolSpeak preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.

Please send you cover letter and resume to:

Jeffrey Burgos, Principal  
7 Elmwood Drive, Daly City, CA

You may send them electronically to [principal@olmbulldogs.com](mailto:principal@olmbulldogs.com). If you have questions, please call Mr. Burgos at 650-756-3395

#### STATEMENT OF NON-DISCRIMINATION

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.