

School Secretary

St. Mary of the Assumption Catholic School
Diocese of Toledo | Van Wert, Ohio | Grades K–6

Position Summary

St. Mary of the Assumption Catholic School is seeking a **highly organized, dependable, and compassionate School Secretary** to serve as a welcoming and professional presence for our students, families, faculty, staff, parish, and visitors.

The School Secretary plays a vital role in the daily operation of our K–6 Catholic school. This position requires someone who is able to manage multiple responsibilities with accuracy and efficiency while maintaining a warm, faith-filled, and student-centered environment. The ideal candidate will demonstrate strong communication skills, excellent attention to detail, sound judgment, discretion, and the ability to work effectively with children, parents, teachers, administrators, and the parish community.

Essential Responsibilities

- Serve as the primary receptionist and welcoming face of the school for students, families, staff, visitors, and parish members.
- Answer and direct incoming phone calls, emails, and other correspondence in a timely and professional manner.
- Greet visitors and assist families, students, and staff with questions and needs.
- Maintain accurate student attendance, enrollment, health, and other school records.
- Assist with student arrival, dismissal, absences, tardiness, and early dismissals.
- Communicate important information to parents and guardians while maintaining professionalism and confidentiality.
- Maintain the school calendar and assist with scheduling meetings, events, and appointments.
- Prepare correspondence, forms, notices, newsletters, reports, and other school communications.
- Assist the principal and faculty with administrative tasks and daily school operations.
- Maintain organized electronic and paper files and records.
- Assist with purchasing, supply ordering, invoices, and other office-related responsibilities as assigned.
- Help coordinate school events, activities, fundraisers, and other special programs.
- Assist with maintaining student medical information and responding appropriately to student health needs.
- Maintain confidentiality regarding student, family, personnel, and school matters.
- Support the implementation of school policies, procedures, and diocesan requirements.

- Work cooperatively with the parish office and Diocese of Toledo when appropriate.
- Provide a calm, positive, and professional presence during busy or challenging situations.
- Perform other duties as assigned by the principal.

Qualifications & Skills

The ideal candidate will possess:

- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Strong attention to detail and accuracy.
- Excellent computer and technology skills, including proficiency with email, Microsoft Office/Google Workspace, spreadsheets, and digital recordkeeping.
- Ability to learn and effectively use school information-management systems and other technology platforms.
- Ability to prioritize multiple tasks and meet deadlines in a fast-paced school environment.
- Strong interpersonal and customer-service skills.
- Ability to interact positively and professionally with children and adults.
- Ability to maintain confidentiality and exercise good judgment.
- Strong problem-solving and decision-making skills.
- Ability to work independently while also functioning as an effective member of a school team.
- Flexibility, dependability, patience, and a positive attitude.
- Commitment to supporting the mission and Catholic identity of St. Mary of the Assumption Catholic School.

Preferred Qualifications

- Previous experience in a school, childcare, church, office, or administrative setting.
- Experience working with elementary-aged children and families.
- Experience with student information systems and school office procedures.
- Familiarity with Catholic education and the mission of Catholic schools.
- Previous administrative or secretarial experience.

Qualified candidates can please send their resume, cover letter, and 2 references to Principal Allison Patrick, apatrick@vanwertcatholic.org or mail items to St. Mary of the Assumption Catholic School, 611 Jennings Road Van Wert, Ohio 45891.