



Mission Statement

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

Front Office Secretary

Type of Employment: Full-time

Salary/Benefits:

- Salary commensurate with level of education and years of experience
- Dental insurance
- Health insurance
- 401(k) matching
- Flexible spending amount
- Life insurance
- Paid time off
- Retirement plan

Priority Skills/Qualities:

- Deep understanding and support of SHG Mission
- Builds relationships
- Exhibits strong leadership skills
- Models a restorative mindset
- Continuously seeks ways to improve

Responsibilities:

- Collect and enter data; record excuses and school related absences.
- Communicate with parents, students, staff, etc. in person, by telephone or in writing for the purpose of providing information on a variety of attendance and/or discipline issues and meeting school and state absence notification requirements.
- Monitor arrival/departure, report concerns to administration.
- Perform general office duties including answering multi-line phones, greeting the public, typing, filing, etc.
- Maintain voicemail system and outgoing messages from main office.
- Greet parents, students and staff in main office and direct as appropriate, including signing students into class, providing guest badges, etc.
- Assist guidance department with registering students for classroom drivers education courses.
- Assist with scheduling picture day/retakes with vendor.
- Troubleshoot office machinery (copy, fax, postage meter, etc.) coordinating maintenance and supply inventory.
- Train and supervise student helpers in the main office area.
- Appropriately maintain and secure confidential records and inquiries.
- Professionally represent the school in interactions with parents, community, staff, and students.
- Comply with applicable school, state and federal laws, rules and regulations.
- Attend work regularly.

School Website: www.shg.org

Job Posting Date: August 1, 2023

How to apply: Interested applicants should send a cover letter and resume to Teresa Saner, SHG principal at saner@shg.org.