

Upper School Administrative Assistant

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [Goals and Criteria](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

Under the leadership of the Upper School Head, the Upper School Administrative Assistant plays an integral role in the daily operations of the school. She/he is a servant leader who excels at managing the needs of students, faculty, parents, the Dean of Students and the Upper School Head. Candidates with excellent interpersonal, organization, and technology skills, and a passion for working with students, parents, and faculty are encouraged to apply.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- Commit to the *Goals and Criteria* of Sacred Heart network schools as articulated in the school mission
- Manage multiple and varied tasks within a fast paced, dynamic community of teachers, students, and parents (phone calls, emails, visitors)
- Support the Dean of Students with the daily operations of the school, including attendance, arrivals, and dismissals.
- Keep abreast of student health requirements in the event the school nurse is not available
- Submit the monthly credit card expense reports for the Dean of Students
- Submit work orders and tech tickets and serve as a point of contact for Maintenance
- Collaborate with the Assistant to the Upper School Head to plan and coordinate events such as, but not limited to, student events, guest speakers, field trips, etc.
- Participate in reflective, self-directed, on-going professional development
- Participate in staff meetings, liturgies, retreats, and special events as needed
- Perform other projects and responsibilities as requested or required
- Work 11 months of the year and occasionally outside of regular school hours

Qualifications:

- At least three years of experience as an administrative assistant
- Bachelor's degree preferred
- Proficiency in Spanish a plus
- Experience working in an independent school or academic environment preferred
- Demonstrated success with effective use of technology; familiarity with learning management systems and Google G-Suite preferred
- Proficiency at budgeting, managing school-division expenses, and invoices. Must be able to efficiently accurately reconcile credit card expenses made by the school office
- Excellent attention to detail and ability to follow up
- Excellent time-management skills and ability to prioritize
- Intercultural competency with a deep respect for diversity
- Comfort with handling potential emergencies and student injuries in a calm and professional manner

Interested candidates should submit an employment application, cover letter, and resume through Carrollton's Employment Opportunities website.
<https://www.carrollton.org/about/employment-opportunities>
