



An Education You Can Believe In

Inspiring Achievement. Celebrating Community. Embracing Service. Living Faith.

Administrative Assistant

Role and Responsibilities

- Model the Catholic faith through personal witness, prayer, and participation in the sacramental life of the Church.
- Greet and assist visitors and parents in person and by phone; answer and transmit calls/messages; maintain a welcoming, hospitable environment
- Perform general office duties, including data entry, filing, ordering supplies, and maintaining and maintain inventory of textbooks, office supplies, and equipment
- Maintain the school's main calendar
- Support teachers and administration with scheduling and communication
- Keep accurate, confidential records (student, staff, attendance, behavior); follow Diocesan and school policies; maintain privacy and dignity of students and staff
- Assist with marketing efforts for enrollment and retention; maintain school social media; prepare promotional materials
- Assist with school events, coordinate vendor correspondence, and manage facility use for non-school groups
- Respond to student illnesses/injuries; record incidents; inform parents as needed; assist with first aid and medication administration

Qualifications and Education Requirements

- Bachelor's Degree, preferred
- Previous experience, preferred
- Familiarity with the Microsoft Suite (i.e. Word, Excel, Outlook, Teams), required

Additional Notes

- Hours: M-F 7am-3pm
- Salary: \$30,000-\$32,000, depending on level of experience

Applications Accepted By Email:

Send to: principal@jpii.org

Subject Line: Employment Opportunity

87 South Main Street
Middletown, CT 06457

Phone: **860.347.2978**

Fax: **860.347.7267**

Email: office@jpii.org

Web: www.jpii.org



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Pride!