

# Secretary/Receptionist

St. George School, Ontario

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

St. George School has operated continuously since it opened in 1920. It has an interesting past that is filled with success and change.

## **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Respond to office visitors and answer/facilitate phone calls, in a professional manner.
- Effectively use a computer in basic word processing, data base and spreadsheets, school information system.
- Maintain staff, parent and student privacy, dignity and confidentiality.
- Respond to the needs of administration and follow his/her guidelines.
- Know and follow all policies and procedures which comply with Diocese, Office of Catholic Schools and local school.
- Follow up with classroom attendance.
- Set up and maintain school and student files.
- Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.
- Assists with hospitality as needed.
- Process deposits and work cooperatively with the Business Manager and/or Bookkeeper.
- Conduct other duties as assigned by Administration.
- Exhibit a love of children, professionalism and flexibility in dealing with unique situations.
- Administer first aid as appropriate and contact parents as necessary.
- Intervene in student altercations.
- React quickly to assist students in an emergency situation.
- Other duties as assigned.

## **QUALIFICATION GUIDELINES:**

- High school diploma and experience in business; Business education helpful, but not required.
- Exhibit knowledge and understanding of the Catholic School as a ministry of the Church.
- Must maintain a satisfactory attendance record.
- Must love children and respond to their needs.
- Proficiency in English, Writing and Grammar
- Proficiency in Spanish, Writing and Grammar
- Ability to analyze a situation and respond to the needs of the office or person in need of assistance.
- Must be a warm, caring individual, capable of handling stressful situations
- Ability to work hours needed by school.
- Ability to use office equipment as needed.
- Ability to be flexible and to multi-task.
- Ability to transport 25 lbs. in student work or teacher edition textbooks.
- Comply with completion of all trainings (CPR, First Aid, Safe Environment)
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in multi-cultural environment.

## **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, driving, lifting and carrying 25+ lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

**Interested candidates, please forward your resume to:**

St. George School  
Andrew Ramirez, Principal  
322 West D St  
Ontario, CA 91762

[principal@stgeorgeontario.com](mailto:principal@stgeorgeontario.com)

