

**St. Rocco School**  
**931 Atwood Avenue**  
**Johnston, Rhode Island 02919**

***Administrative Assistant***  
**Job Description**

The Administrative Assistant is under the direction and supervision of the Principal and is employed to perform the clerical work of the school, as well as other related duties listed below but not limited to:

- Maintain professional office operations, atmosphere and appearance
- Answer telephones and provide information to callers
- Document, forward and transfer calls or messages to appropriate individuals
- Work closely with the Principal on any school related correspondence
- Preparation and transition of student's records including requests, updates and releases
- Print and maintain Permanent Record Cards with yearly attendance labels
- Request records of incoming students and verification of information
- Continued proficiency in Administrator Plus (Rediker) and Microsoft Office software
- Time and record required fire drills and submit report to RIDE
- Daily attendance and verification of unexcused students
- Submit accurate enrollment and demographic information needed to assist principal with required RIDE and Diocesan reports
- School registrations, forms and fees
- Accurate records and reports regarding enrollment
- Greeting and directing visitors
- Tours and information to potential applicants
- Daily lunch count and verification
- Assist teachers with copies, field trip bus quotes and other daily requests
- Compile weekly time sheets and check for accuracy
- Replacement of teacher or teacher's assistant for a sick or personal day
- General filing and mail sorting
- Learn to operate new office technologies as they are developed and implemented.

Please send completed application to:

Lorraine S. Moschella, Principal  
St. Rocco School  
931 Atwood Avenue  
Johnston, RI 02919