

MOUNT MERCY ACADEMY
JOB DESCRIPTION

Job Title: Main Office Coordinator
Department: Staff
Reports to: Head of School

Job Summary: The Main Office Coordinator is responsible for the efficient operation of the Main Office.

Essential Functions, Duties, and Responsibilities: The Main Office Coordinator must interact with faculty, staff, parents and students. The Coordinator must meet their needs in an efficient and friendly manner. The Main Office Coordinator is one of the most visible representatives of the mission of Mount Mercy Academy.

The major areas of responsibility include:

- Coordinates and supervises all function of the Main Office
- Acts as School Receptionist for all incoming calls and visitors
- Proficient in MS Office and Google Docs, including scheduling appointments in Google calendars.
- Serves as Transportation Coordinator - is responsible for informing all district bus garages of annual school calendar, calendar changes and emergencies. Manages City of Buffalo bus passes.
- Coordinates all student transportation applications and bussing issues for all school districts including the City of Buffalo.
- Proficient with Gmail and can send communications to faculty, staff, students and parents as requested by the Head of School.
- Understands and practices trustworthiness regarding the critical importance of handling confidential and sensitive material and situations
- Assists with various duties related to the Health Office especially with parental notification and emergencies
- Receives calls and answers or routes phone messages
- Schedules interviews for prospective teachers and staff
- Schedules service and repairs postage machine, camera system, bell system and clocks
- Provides assistance to school associations such as the Booster Club in area of mailings, fundraisers supplies
- Distributes keys and maintains records of key distribution
- Honors transcript requests for graduates
- Assists with coverage of classes in case of teacher absence
- Maintains all graduate and non-graduate transcript files / Education Verifications
- Collects transcript fees
- Maintains school files. Makes paper copies and laminated copies as needed
- Sorts daily USPS mail
- Acts as liaison between Mount Mercy Academy and USPS, FedEx and UPS
- Assists Head of School with clerical and other duties as assigned
- Places all orders such as Amazon or anything that involves the Head of Schools credit card
- Coordinate all Title information.
- Open and Distribute Mail
- Gather credit Card receipts and submit for payment
- Assign Lockers to all students

Additional responsibilities:

- Orders and shops for refreshments for meeting and special events
- Assists with events such as Open House, McAuley Auction, etc.
- Working Papers Distribution
- Organize staff events
- Send out Honor Rolls To all Parishes
- Graduation Coordinator
- Keep track of Loaner chromebooks and chargers
- Recognition Certificates
- Keep Track and send Use of Mercy Center forms.
- Manage the Bell schedule
- Assist the Announcement Team (morning and afternoon)

EDUCATION REQUIRED (Minimum): High school graduate

EXPERIENCE/SKILLS REQUIRED (Minimum): Experience in school setting preferred. Must have excellent communication and organizational skills. Strong background in customer service and working with students and adults. Ability to prioritize and manage time efficiently to handle various office tasks and deadlines.

SPECIAL REQUIREMENTS NEEDED FOR POSITION:

- Strong computer software and hardware knowledge and skills. Excellent verbal and written communication skills.
- Be able to handle situations in a calm but swift manor
- Must be able to uphold the mission of Mercy both internally and externally
- Will be required to attend after school events on occasion

MENTAL DEMANDS OF THE POSITION:

Must have a good understanding of facility needs and usage, effective participation as a member of the school community, an ability to supervise, delegate, and effectively communicate to all constituencies of the Academy including the Board of Trustees. Must be able to handle multiple deadlines and prioritize. Must be able to multi-task and receive many different personalities with poise and an even temperament.

CONTACTS:

Staff, students, administration, parents, Board Of Trustees members, vendors, and general public.

WORKING CONDITIONS: Normal office conditions

PHYSICAL DEMANDS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment and use a telephone
3. See and read a computer screen and printed matter with or without vision aids
4. Hear and understand speech at normal levels on the telephone

5. Speak so that others may understand at normal levels on the telephone
6. Physically be able to walk up and down stairs to assist with delivery persons and other entrants to the building.
7. Walk about the office and the school building to provide assistance where needed
8. Able to lift and carry 25 lbs.