



NATIVITY PREPARATORY SCHOOL

Nativity Preparatory School is an accredited, tuition-free, Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Founded in 1990, Nativity is staffed by experienced teachers and dedicated volunteers. Working closely with families, the school prepares students for success in high school and college. Nativity's academically challenging, and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others. For more information about the school, please visit www.nativityboston.org.

Position: Administrative Assistant

Job Description: Reporting to the President, the Administrative Assistant provides administrative support to the president, principal and other administrators, helping ensure the efficient operation of Nativity Preparatory School. The Administrative Assistant is a primary point of contact and professionally represents the school to families, trustees and benefactors.

Responsibilities:

- Supports the President, Principal and senior staff with administrative tasks including calendar and meeting management, electronic and physical filing, letters and phone calls.
- Serves as receptionist handling incoming telephone calls.
- Manages the school breakfast-lunch program by maintaining daily and weekly records, submitting necessary reports to the D.O.E. and placing orders with the vendor.
- Manages paperwork, including copying, collating, organizing and archiving as necessary.
- Coordinates printing and distribution of various documents and reports, including BPS Monthly Census and Annual Census.
- Coordinates MBTA student transportation passes through Boston Public Schools.
- Track student attendance, following up with families in the event of absentee or tardy.
- Coordinates distribution of a monthly letter from principals to parents, along with other regular internal and external correspondence.
- Assists the Principal and Graduate Support Office with the high school application process by providing transcripts and other necessary reports.
- Assists with the paying of bills.
- Prepares and collects forms for each student (health forms, free and reduced lunch forms, emergency contacts, etc.)

- Directs the collection of student activity fees
- When the school nurse is not present, attends to basic student health issues by providing first aid and communicating with families
- Acts as liaison to the Parent Council by keeping records, managing the monthly meeting agenda, keeping meeting minutes, and communicating with Class Captains
- Prepares report cards for Parent Conferences; distributes report cards at Parent Conferences three times a year in November, January, and April
- Assists in maintaining and updating the school database including student and family information and student academic files.
- Organizes faculty and staff purchase requests in consultation with the Principal
- Undertakes such additional duties and projects as deemed necessary

This is a full-time 40 hour per week position during the academic year, and 10 hours per week during the summer recess.

Qualifications:

- Proficient in the use of technology for data entry and administrative tasks.
- Exceptional organizational skills.
- Openness to embracing and promoting the Jesuit mission and identity of Nativity Prep

Compensation

- Salary is commensurate with experience.