



Diocese of Colorado Springs
228 North Cascade Avenue
Colorado Springs, Colorado 80903

Telephone (719) 636-2345 FAX (719) 866-6453

ANNOUNCEMENT OF POSITION VACANCY

Location: St. Paul Catholic School

Date Posted: March 4, 2024

Closing Date: When filled

Job Title: Receptionist/Registrar

Date position will become available: August 1, 2024

Minimum qualifications:

Applicant must be patient, compassionate, cooperative, caring and enjoy working with children & community members. Should have knowledge of school software programs or able to learn.

Education: High School Graduate

Experience: Preferred

Salary: \$19 -\$21/hr DOE

General Purpose: Through a gracious tone and servant attitude and spirit, provide first contact and assistance, establish a positive tone and rapport with parents, students, and all who visit or require assistance or communications with St. Paul Catholic School. To assist the Principal and Administrative Assistant in executing the administrative duties of the school and to provide other support as needed for the smooth operation of the office.

Essential Duties and Responsibilities:

Professional Responsibility

- Provide Christ-like first point of contact with all visiting or contacting the school
- Responsible for incoming calls to the school and responding in a timely manner
- Communicates with a spirit of kindness with staff, students, and families; always seeking to solve challenges.
- Provide an environment that is open and friendly but also discreet and appropriate with confidential information
- Uses oral and written English skillfully and correctly.
- Maintains accurate punctuality.
- Strives for continued improvement and professional growth.
- Maintains effective telephone and computer skills.
- Maintains effective organizational skills.

Secretarial and Administrative Tasks

- Working with a computer to track student attendance, create memos, flyers and general correspondence
- Serve guests & visitors for entry into the school to ensure proper spirit, orientation, and service to the students and parents
- Maintain a list of student birthdays and fill out birthday cards
- Organize and copy all paperwork sent home to families
- Interact with parish staff

Registration and Admission

- Processing registration for new and returning students
- Manage the receipt of fees from prospective parents
- Obtain records from previous schools for entering students

- Coordinate each step of the admissions process with new parents
- Generate class lists for teachers

Student Services

- Set up and maintain student file folders and assure that only appropriate documents are included & updated annually
- Send out student records to other authorized schools which request such information
- Administer & log student medications
- Administer first aid to students

Staff Relationships

- Communicates regularly with principal and co-workers on all pertinent matters
- Cooperates with other staff in sharing responsibilities and implementing group decisions

For more information on the position, please contact:

Person: Carol Walsh, principal

School: St. Paul Catholic School

Address: 1601 Mesa Avenue
Colorado Springs, CO 80906

Phone: 719.632.1846

Email: cwalsh@fs.stpaulschoolcos.org

Fill out application here:

[https://www.diocs.org/Portals/0/Documents/Offices/Human%20Resources/Revised%20Parish%20Application\(2\)%208-7-19.pdf?ver=9vBVeoMf6eFTrYcHU9zQDQ%3d%3d](https://www.diocs.org/Portals/0/Documents/Offices/Human%20Resources/Revised%20Parish%20Application(2)%208-7-19.pdf?ver=9vBVeoMf6eFTrYcHU9zQDQ%3d%3d)