



# Diocese of Colorado Springs

228 North Cascade Avenue  
Colorado Springs, Colorado 80903

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

## ANNOUNCEMENT OF POSITION VACANCY

Location: St. Paul Catholic School

Date Posted: February 10, 2025

Closing Date: When filled

**Job Title:** Receptionist/Registrar

**Date position will become available:** August 1, 2025

### **Minimum qualifications:**

Applicant must be patient, compassionate, cooperative, caring and enjoy working with children & community members. Should have knowledge of school software programs or be 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:** Dr. 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)