



**CHESTERTON ACADEMY**  
**OF ST. LOUIS**

## Seeking Full-Time Administrative Assistant for the 2026-27 School Year

Terms: Full-Time Employee (5 days/week)

Experience: 2+ Years preferred

Education: Undergraduate Degree

Base Pay: Salary

To apply: Fill out a short application and attach a cover letter, resume, and list of 3 references at:  
[chestertonacademystl.org/careers](http://chestertonacademystl.org/careers)

### Job Description

Chesterton Academy of St. Louis is a pro-life, pro-family classical high school teaching in the Catholic tradition, opened Fall 2023 and will grow to just over 100 students for the 2026/27 Academic Year. CASTL seeks a highly motivated individual who can joyfully and energetically take on the varied administrative duties of a newer school. Familiarity with Google Workspace and Rediker is preferred, but not required.

### Daily Office Administration

- Maintain confidentiality and professionalism
- Manage day-to-day front office operations including:
  - Tracking student attendance, tardies & early dismissals
  - Processing incoming and outgoing mail & deliveries
  - Answering incoming calls and relaying messages promptly and accurately
  - Administering meds and recording health events accurately
  - Greeting visitors, managing sign-in/sign-out, badges, and general hospitality.
  - Serving as the primary point of contact for day-to-day parent communication
- Manage school and student files (current year and archives)
- Support school safety helping with emergency drills and procedures, visitor protocols, and incident documentation
- Support the recruiting and admissions team on-site
- Support the Office Coordinator with supplies and curriculum inventories and storage management
- Manage parking permits
- Track RSVPs and completed forms as needed
- Assist with various school activities including:
  - Open Houses (October/March)
  - Parent-Teacher Conferences (October/March)
  - Admissions Interviews (December/January)
  - Avila Days, Frassati Days & School field trips
  - Other events as needed

Additional responsibilities may be assigned as needed to support the headmaster and assist with school-wide efforts, including development, admissions, fundraising, and event planning.

It is expected that candidates be practicing Roman Catholics and possess a willingness to adhere to the Magisterium of the Catholic Church and the mission of Chesterton Academy of St. Louis as set forth by the Board of Directors

Interested individuals should familiarize themselves with our school and our mission via our website: <https://chestertonacademystl.org/> and then apply here: <https://chestertonacademystl.org/faculty-application>

Chesterton Academy of St. Louis is a member of the Chesterton Schools Network (MN), which has over 70 schools in operation worldwide with about 10 more set to open next fall.

### **THE MISSION OF THE ACADEMY**

The mission of Chesterton Academy of St. Louis is to raise up a generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith, abounding in the skills and character requisite for success in college and professional life as well as in building up the kingdom of God, and to excel in service of family, of country, and of Christ our Lord. To that end we seek to form our students:

- **intellectually**, by teaching them not only the great classics of Western thought from Plato to calculus, but the interrelationship of the great ideas, to learn not what to think but how to think;
- **in character**, especially in the four cardinal virtues of Prudence, Temperance, Fortitude, and Justice which we believe are the foundations of leadership in professional life, the family, the nation, and in the service of Christ;
- **and spiritually**, so that they may use the skills they acquire at Chesterton Academy in Faith, Hope, and Charity, to build up the Kingdom of God in this life and be with Him in everlasting happiness in the next.

In the words of G.K. Chesterton, we seek to teach our students that "*there is a whole truth of things and that in knowing and speaking it we are happy.*"

### **About the Employer**

The purpose of Chesterton Academy of St. Louis is to nurture the minds and souls of our children through a well-defined and academically rigorous classical education and to develop complete thinkers who learn to draw on faith and reason for the purpose of building the culture of life. We desire to pursue TRUTH, GOODNESS, and BEAUTY, as revealed by God, throughout the school day.

Students at Chesterton Academy of St. Louis enjoy a cohesive, content-rich education. A broad exposure to many different disciplines helps students avoid the pitfalls of specializing too early, which can lead to limited interests and narrow thinking.