Position
Operations Assistant

Seattle Nativity School
Seattle Nativity School is a Catholic, Jesuit-endorsed STEM (science, technology, engineering and math) middle school seeking to break the cycle of poverty through an education that nourishes souls and ignites leaders for love and service. The school opened its doors in September of 2013 to its first class of 6th graders. Now, Seattle Nativity School serves youth in 6th through 8th grade who qualify for free or reduced lunch, offering a challenging and supportive learning environment to motivate students of all faith backgrounds. We strive to graduate young men and women for others who are: religious, open to growth, committed to justice, intellectually competent, loving, and grateful.

When
2020-2021 School Year

Location
Seattle Nativity School, 2800 S. Massachusetts Street, Seattle, WA 98144

Position Description
The Operation Assistant’s primary role is to provide operational support to the school administration by facilitating meal times, performing basic maintenance duties, and substituting for classes as needed.

How to apply
Interested candidates should send their resume and cover letter to: Mr. Edward Nelson, Principal, enelson@seattlenativity.org.

Candidates of diverse backgrounds and identities are encouraged to apply.

Responsibilities
- Opening the school in the morning: preparation of facilities and breakfast for student arrival.
- Facilitate and supervise students at mealtimes and recess.
- General oversight and care for school property: various facilities and maintenance tasks as needed.
- Substitute teach as needed.
- Assist as needed with special school events such as field trips, Back to School Night, parent-teacher Conferences.
- Inventory, order and restock classroom, school, and mealtime supplies.
- Supervise students and perform related duties as assigned.
- Serve as a positive faith-based role model for students and families.
Recommended Qualifications

- Experience working with middle school aged children.
- Teaching experience, including as a substitute teacher.
- Experience taking inventories and ordering product.
- Ability to perform basic building maintenance.
- Ability to connect and maintain working relationships with outside organizations.
- Develop and maintain working relationships with staff and parents or guardians.
- Work collaboratively with others.
- Bachelor’s degree preferred.
- Practicing Catholic preferred.

Clearances and Training
Criminal Justice Fingerprint/Background Clearance as well as ongoing Safe-Environment Training with the Seattle Archdiocese.

Compensation
Competitive and commensurate with experience.