



Office Manager Job Description

St. Joseph Parish School Issaquah/Snoqualmie

POSITION PURPOSE

The Office Manager / Administrative Assistant position in Issaquah serves as the welcoming face of St. Joseph Parish School for our preschool through 3rd grade students and plays a vital role in supporting the daily operations of the school. This position provides administrative, operational, and bookkeeping support to the Principal, Business Manager, faculty, students, and families. The Office Manager ensures the efficient operation of the school office, maintains accurate records, assists with financial processes, and supports school programs and events in a manner that reflects the mission and values of Catholic education.

The office manager's role is 5 days a week from 8:30am to 4pm in the office.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Office Operations and Administrative Support

1. Serve as the primary point of contact for students, families, staff, visitors, vendors, and community members.
2. Answer and direct incoming telephone calls, emails, and inquiries in a professional and welcoming manner.
3. Maintain school calendars, schedules, and office procedures.
4. Prepare and distribute school communications, newsletters, flyers, handbooks, awards, and correspondence.
5. Maintain student, personnel, and administrative records in accordance with school and Archdiocesan policies.
6. Manage incoming and outgoing mail, deliveries, and office supplies.
7. Support enrollment, registration, attendance tracking, and student information systems.
8. Orient new employees, substitutes, and volunteers to school procedures and expectations.
9. Assist administrators and faculty with projects, reports, and operational needs.
10. Oversee front office volunteers and ensure established procedures are followed.
11. Participate in special projects and perform related duties as assigned.

B. Student Health and Safety

1. Administer medications and provide basic first aid under the guidance of the school nurse and in accordance with school policies.
2. Monitor students referred to the office for illness, injury, or behavioral concerns and ensure their safety and well-being.



3. Support school emergency preparedness efforts, including drills and safety procedures.
4. Maintain health records and incident documentation as required.

C. Communication and Community Relations

1. Foster positive relationships with students, families, staff, parish members, and community partners.
2. Respond to inquiries and requests for information in a timely and professional manner.
3. Diffuse and appropriately direct concerns or challenging situations to the appropriate personnel.
4. Promote a welcoming, service-oriented atmosphere consistent with the mission of St. Joseph Parish School.

III. Qualifications

A. Education and Experience

1. High school diploma or equivalent required.
2. Associate's or Bachelor's degree in Business Administration, Accounting, Office Management, or a related field preferred.
3. Three or more years of administrative, office management, bookkeeping, or customer service experience preferred.
4. Experience in a school, parish, nonprofit, or faith-based organization preferred.

B. Knowledge, Skills, and Abilities

1. Proficiency with Microsoft Office Suite, Google Workspace, and standard office technology.
2. Working knowledge of QuickBooks or similar accounting software.
3. Understanding of bookkeeping principles, financial recordkeeping, and account reconciliation.
4. Strong organizational and time-management skills with the ability to manage multiple priorities.
5. Excellent written and verbal communication skills.
6. Strong attention to detail and accuracy.
7. Ability to maintain confidentiality and exercise professional judgment.
8. Excellent customer service and interpersonal skills.
9. Ability to work independently and collaboratively in a fast-paced environment.
10. Commitment to the mission and values of Catholic education.

C. Physical Requirements

1. Ability to sit, stand, walk, bend, and lift up to 25 pounds.
2. Ability to operate standard office equipment.
3. Ability to move throughout the school campus as needed to support daily

St. Joseph Parish School is committed to attracting outstanding teachers with a competitive salary and benefits package.



Salary: The salary range for this position is an hourly rate of \$23 to \$26. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.

Benefits: A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays

Please email a cover letter and resume to Principal, Shauna Richards at srichards@sjsssaquah.org. In addition, please complete Applitrack application <https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1> .