

St. Peter's Parish & School | Job Posting



POSITION:	High School/Middle School Office Manager
FLSA STATUS:	Non-exempt
DEPARTMENT:	Staff, Middle School and High School
REPORTS TO:	HS/MS Principal
LAST UPDATE:	April 9, 2024

St. Peter's School is a dynamic teaching and learning community with a diverse student population from preschool through high school. Committed to making a difference for our students and the world, St. Peter's School provides faculty and staff with opportunities for both professional and personal growth. Our dedicated administration and collaborative staff create a flexible, supportive working environment where employees, students, and families are known, valued, and respected.

Primary Job Functions:

The School Office Manager provides a professional environment that facilitates the school's educational purposes and efficient daily operations, promoting positive relationships with administration, faculty, staff, students, and families. This position manages the operation of the middle and high school, providing various support services to administration, human resources, payroll, students, staff, parents, and the community. The person in this position must work independently to plan and organize complex work activities amidst frequent interruptions.

Duties and Responsibilities:

- Manage a school office and provide secretarial support to MS/HS principal and faculty/staff as required.
- Serve as the first point of contact for students, parents, and other patrons regarding questions and inquiries; assist in resolving problems and issues in accordance with St. Peter's policies, regulations, and procedures.
- Maintain student attendance records, including preparation and verification of daily student attendance, entering enrollment information into the attendance system, preparing required attendance reports on a daily, weekly and monthly basis.
- Compile data for reports to various departments and agencies; accountability reports.
- Arrange for assignment of substitute personnel. Issue and retrieve keys and class packets to/from substitute teachers, and orientate substitutes regarding their assignments and maintain payroll records.
- Coordinate a variety of activities as requested including arranging for building use and transportation.

Qualifications:

Qualified candidates will have a high school diploma and experience in clerical/ secretarial experience involving the public including modern office methods, procedures, and equipment use; be able to communicate clearly and effectively; and demonstrate patience and flexibility. Experience in school administration is preferred, but not required. They must also be able to pass FBI and BCI background checks and complete the Diocese of Toledo VIRTUS program.

Interested candidates should send their cover letter, resume, and relevant documentation to Jon Cuttitta, principal, via email at cuttitta.jon@myspartans.org.