

## **Roman Catholic Diocese of Reno**

**Job Title:** School Office Manager  
**Department:** St. Albert the Great Catholic School  
**Reports to:** Stephanie Hix, Principal

### **Job Description:**

Responsible for maintaining the daily operations of the school as well as general office duties. Strong computer skills are required, including Microsoft Word, Excel, and Google Classroom. Typical daily duties would include recording school absences, organizing student forms, greeting visitors, answering telephones, and helping students who are injured or sick. The School Office Manager is also responsible for assisting with enrollment, placement testing, and registration. Applicants must be cheerful, organized, able to multitask, and work well with students, parents, and faculty.

### **Duties and Responsibilities:**

1. Responds to parent emails, phone calls, and letters
2. Arranges substitutes for sick or vacationing teachers
3. Completes calendars and parent communication to be sent out in Monday folders
4. Interacts with students, parents, faculty and staff
5. Assists students who are injured or ill and notifies parents
6. Responsible for completing State reports and Title I reports and testing
7. Maintains accurate records for parent volunteers regarding Protecting God's Children and insurance records for driving students on field trips
8. Updates the FACTS SIS database and keeps it current
9. Helps to organize school activities such as service projects, the staff Christmas party, Citizen of the Month Breakfast, and end of year activities such as graduation
10. Creates certificates and awards for students
11. Notifies families of snow days or delayed starts during the winter
12. Orders textbooks and supplies, inventories them, and disburses them to the staff

### **Education and Skill Requirements:**

1. Must have a high school diploma, and a college degree is preferred
2. Must be willing to learn and implement the new FACTS SIS Student Information System
3. Must complete the Protecting God's Children requirements, be fingerprinted, and stay current on monthly bulletins
4. Must be able to communicate well, both written and spoken
5. Must be organized and efficient

### **Role of the Employee:**

1. Contributes to the positive climate and culture of the school
2. Maintains an efficient and well run office atmosphere
3. Collaborates with colleagues, staff, and support personnel

**Physical Requirements:**

1. Position involves sitting, standing, and walking
2. Physical ability to sustain movements involving bending down and moving upper extremities
3. Ability to effectively express or exchange information by means of spoken and/or written word

These requirements and responsibilities are representative of minimum levels of knowledge, skills, and/or abilities. The School Office Manager may be assigned additional duties if necessary.

**The Diocese of Reno reserves the right to amend this job description. A revised job description supersedes all previous descriptions for the position as a condition for employment. Job descriptions will be distributed as revised.**

6/26/20