



Saint George's School is a K-12 independent, non-religious college preparatory school located on the Little Spokane River north of Spokane. The school, founded in 1955, enrolls approximately 350 students offering a broad liberal arts curriculum and preparing students for academically rigorous college programs. We have three divisions at our school – Upper School (9-12); Middle School (6-8) and Lower School (K-5).

We are looking for candidates that are interested in all three positions below on an on-call, short term, as needed basis throughout the school year to cover for our current employees in these roles when they need time off. Many of the duties between the three different positions are the same, but some vary. Qualifications are the same for all three roles.

**Responsibilities:**

- Handle multiple phone lines throughout the day, appropriately direct calls or handle messages.
- Greets and directs visitors.
- Provide teacher substitutes with their room assignments and lessons plans upon arrival each day.
- Manage Attendance for Upper School.
- Handle all student health issues for the Upper School, including medications and first aid.
- Assist students – Sign in/out for late arrivals or early dismissal; provide bus passes and assist with other issues as they arise.
- Distributes incoming mail.
- Oversees workroom; keeps it organized, neat and tidy.
- Liaison to call facilities and IT departments as need.
- Other duties as assigned.

**Administrative Assistant(s)**

*Upper School Administrative Assistant* – Hours: 8:00AM-4:30PM

*Middle School Administrative Assistant* – Hours: 8:00AM-4:30PM

*Lower School Administrative Assistant* – Hours: 8:00AM-3:45PM

30-minute unpaid lunch break

**Responsibilities**

- Handle multiple phone lines throughout the day, appropriately direct calls or handle messages.
- Greets and directs visitors.
- Manages attendance.
- Provide teacher substitutes with their room assignments and lessons plans upon arrival each day.

- **Lunch MS/US** – Sort lunches by name and grade that are delivered from vendors daily; oversee lunch distribution to MS/US students and provide vendors with labels for the following week’s lunch order.
- **Lunch LS** - Lunch duty supervision of K-5 students, including overseeing lunchroom cleanup by students.
- Handles all Student health issues.
- Assist students – Sign in/out for late arrivals or early dismissals; provide bus passes and other issues as they arise.
- Assist the Head of the Division.
- Liaison to call facilities and IT departments as need.
- LS Admin. Asst. picks up, delivers, and distributes interoffice mail between LS and US/MS.
- Other duties as assigned.

**Qualifications:**

- Previous experience working as a school administrative assistant or receptionist preferred.
- PowerSchool experience is preferred.
- Experience with multiple phone lines.
- Polite, friendly, and diplomatic manner in dealing with faculty, students, and parents.
- Intermediate experience with Microsoft 365, including Word, Excel, Outlook and Teams.
- Able to juggle multiple tasks simultaneously.
- Able to handle occasional high stress, urgent situations.
- First Aid/CPR current certification or willingness to obtain prior to first day of work.
- Able to pass a background check and required drug screening.

**Please note that onboarding will include:**

- Verification of identity and United States work authorization must be completed before employment commences.
- The successful candidate for this position must be fingerprinted and a drug test is required.
- Employment is contingent upon clearance by the Washington State Patrol and the Federal Bureau of Investigation.
- Will be required to take an online Sexual Abuse Awareness Training prior to working at the school.
- Current First Aid Certification

Saint George’s School is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, sexual orientation, gender identity, marital status, national origin, disability or handicap, genetic information or veteran status.

**REQUIRED DOCUMENTS FOR A COMPLETE APPLICATION – Incomplete applications will not be considered.**

- Resume
- Cover Letter
- References - No more than 4 dated Letters of Recommendation or provide a list of at least 4 references, including identifying relationship with the reference, such as former employer, co-worker, etc.
- A completed SGS Employment Application - [www.sgs.org](http://www.sgs.org)
- Current First Aid Certification – not required for application but if applicable, please provide a copy.

**Please email your application materials to [employment@sgs.org](mailto:employment@sgs.org).** Although email is preferred, you may also deliver your application materials between the hours of 9:00 a.m. and 1:00 p.m. to:

*Saint George's School  
Attn: Tracy Gonser  
2929 West Waikiki Road  
Spokane, WA 99208-9209*