



Job Title: Preschool Administrative Assistant

Department: Preschool

Reports To: Preschool Director

FLSA Status: Part time, Non-Exempt, Temp to Permanent

Hours: M-F, 7:30am-1pm

Job Description

Job Purpose

The Preschool Administrative Assistant is responsible for assisting in the daily operation of the preschool. The Preschool Admin Assistant is responsible for coordinating with and assisting the Preschool Director in maintaining practices in accordance with the licensing rules set forth by the Colorado Department of Human Services.

Qualifications

Bachelor's Degree from an accredited college/university preferred. A minimum of three years' professional experience, preschool setting preferred. Lead Teacher qualified preferred. Excellent computer skills, organizational skills, and communication skills.

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of preparing minds and hearts to know and serve God, for His glory alone
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.
- Collaborate with the Preschool Director to lead staff, students, and school families into a deeper spiritual commitment by example and teaching.

Administrative Support

- Answer and field telephone and email questions about the preschool.
- Complete daily attendance/headcount and report number to Preschool Director. Keep log of illnesses of children and staff
- Prepare the preschool for opening each day, including: mixing sanitizers/disinfectants, setting up ipads, passing out walkies, completing daily playground safety check, setting up indoor recess (as needed)
- Support teacher needs in the classroom; bringing supplies, providing breaks, etc.
- Schedule tours/may need to guide tours when the Assistant Preschool Director is not available.
- Step into classrooms as needed as well as being available to be a substitute teacher if the situation requires.
- Maintain the calendaring of events for all preschool activities

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- Collaborate with Preschool Director to plan and carry out special preschool events ie. Pumpkin Patch, speech screening, dentist visit, Muffins with Mom, Donuts with Dad, Christmas Program and other events as they are scheduled.
- Assist in emergency drills
- Cover a teacher lunch break from 11:45AM - 12:45 PM daily
- Other duties as assigned

Physical Demands

Work is performed in an office environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

Employee Name (please print)

Employee Signature

Date

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