



Job Title: Preschool Office Coordinator

Department: Preschool

Reports To: Preschool Director

FLSA Status: Full time, Non-Exempt

Hours: M-F, 7:30am-3:45pm. 10-month position (summers off)

Job Description

Job Purpose

To provide hands-on support with the day-to-day functions and operations of the preschool in order to maximize the work of teachers and administrators. This role is designed to grow into a leadership position, with the ideal candidate demonstrating the capacity and desire to step into a Director or Assistant Director role in future years.

Qualifications

A minimum of two years' professional experience, preschool setting preferred. Ability to obtain director qualification within 6 months of employment. A self-starter with excellent computer skills, organizational skills, and confidence communicating on the phone and in person frequently.

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
- Support the classroom/work environment in being Christian-based, nurturing, wholesome, and loving.
- Biblical integration and integrity 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, engaging and communicating professionally.
- Schedule and facilitate all preschool tours - create a welcoming presence for prospective families that highlights the preschool program
- Maintain preschool waitlist and keep it updated
- Walk families through application and enrollment process from start to finish (inquiry, waitlist, tours, enrollment offers, application, enrollment paperwork, student files) with solid understanding of Google Sheets (Excel) and FACTS SIS
- Maintain tracking spreadsheets and provide regular updates on waitlist and enrollment numbers to the Preschool Director.
- Greet families and ensure safe and proper drop off/pick up procedures during three drop off/pick up windows daily
- Maintain approved pick up list for all students; confirm ID and create PIN codes for new individuals picking up
- Complete daily attendance/headcount and report number to Preschool Director.

- Keep detailed log of illnesses of children and staff
- Assist Preschool Director in the tracking and assembly of evidence for ACSI all accreditation indicators
- Prepare the preschool for opening each day, including: mixing sanitizers/disinfectants, setting up ipads, setting up indoor recess (as needed)
- Collaborate with Preschool Director & Assistant Director to plan and carry out special preschool events ie. Pumpkin Patch, speech screening, Muffins with Mom, Donuts with Dad, Christmas Program and other events as they are scheduled.
- Create marketing materials and graphics for events, newsletters, and other communications from the preschool (Canva preferred)
- Assist the Preschool Director in tracking teacher professional development and updating staff files.
- Call parents as needed to update on student behavior and wellness
- Maintain organizational system in resource room and storage closets
- Communicate supply needs and ordering with Assistant Preschool Director
- Manage copier maintenance, supply ordering, and service requests
- Schedule, track, and assist in emergency drills
- Other duties as assigned

Teaching Support

- Support teacher needs in the classroom; bringing supplies, providing student health checks, additional supervision etc.
- Provide hands on support for student health needs
- Support teachers in lesson planning and prep
- Step into classrooms as needed to substitute if the situation requires.
- Cover a teacher lunch break from 11:45AM - 12:45 PM daily
- Facilitate before care from 7:30AM-8:20AM daily
- Cover afternoon breaks for all teachers (8 classrooms)
- Clean and return all preschool nap mats, toys, and laundry on a rotating schedule

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