

Montgomery Community Church Preschool Job Description

Title: Preschool Administrative Assistant
Classification: Part-time, 12+ hours/week
Benefits: None
Purpose: Provide support to the Preschool Director in all areas of decision making, perform administrative duties as outlined below, and assist the preschool teachers.

Responsibilities

General

- Supports the Preschool Director
- Becomes familiar with Ohio Department of Job and Family Services Child Care Center Manual (ODJFS CCCM).
- Creates account in Ohio Child Care Referral and Resources Association (OCCRRRA).
- Assist with ordering and distributing curriculum supplies.
- Stock the copier with paper.
- Copy and print handbooks, parent directory, and materials for events.
- Process Visa transactions in Blackbaud Financial Edge NXT for approval.
- Answer phone calls in a professional manner.
- Retrieve voicemail messages, maintaining strict confidentiality.
- Assists where needed as requested by Director.

Volunteers

- Assist Parents' Auxiliary chairs and volunteers as needed.

Financial

- Becomes familiar with Blackbaud Tuition Management System.
- Maintains parents' tuition payments in Blackbaud Tuition Management System.

Other

- Give full commitment in work and deed to support the faith, tenants and cultural expectations of MCC.
- Foster high levels of cooperation and effectively work in a team environment with quality relationships and respect for each staff's giftedness and unique abilities.
- Ability to work with a good attitude and unified spirit.
- Attends all staff meetings and night events.
- Understand and operate within the policies and processes outlined in the staff handbook.
- Maintain **confidentiality** in all aspects of handling sensitive staff and parent information.
- Effectively work within the limitation of time and resources provided.

Performance Expectations

- Background check completed before first day of employment..
- Required to complete the staff orientation training as prescribed by ODJFS within 30 days of hire date. Complete 6 hours of professional development each year thereafter.

- Complete Child Abuse and Neglect training within the first 60 days of hire.
- Complete First Aid and CPR training within the first 90 days of hire.
- All written communication is clear, encouraging, accurate, timely, and reviewed by the preschool director.
- Help with special events.
- Complete administrative support of activities and all job duties in a timely, accurate, efficient and professional manner.

Qualifications

Knowledge and Experience

- Agreement with Beliefs Statement.
- Team building skills, strong organization and self-initiative, follow-through, task orientation, ability to see the big picture, and exceptional relational ability.
- Two years of administrative assistant experience.
- Associate's degree.
- Proficient in all Microsoft applications (i.e., Word, Excel, PowerPoint, etc).
- File Maker Pro experience helpful, but not required.

Personal Characteristics/Skills

- Highly developed organizational skills, follow-through, ability to manage multiple tasks, detail oriented.
- Self-starter, able to work independently with minimum supervision.
- A resourceful person who is a solution-seeker, who identifies potential roadblocks and provides alternatives.
- Good written and oral communication.
- High-quality interpersonal relationships.
- Administrative skills demonstrated through past success.

Spiritual Gifts

- Encouragement
- Administrative
- Compassion

Reports to MCC Preschool Director