



Administrative Assistant Job Description

We are looking for an enthusiastic administrative assistant to join our team! The Administrative Assistant has four main roles: phones/communications, school administration support, licensing support, and various clerical duties. The Administrative Assistant may take on other duties and tasks throughout the year as needed and directed by the Head of School.

The Administrative Assistant holds a key position as the hub of communication and first contact for prospective parents, and as such requires a style that is both personable and efficient in order to convey a positive first impression of the school. You are also a main contact for parents, faculty, and staff for help in obtaining information, forms, supplies, or services.

Skills needed:

- Excellent customer service, interpersonal, and diplomatic skills when interacting with children and adults
- A strong ability to multi-task and remain focused and good-humored under pressure
- Superior written and verbal communication skills
- Proficiency in MS Office, experience with MS Access a plus
- Ability to perform internet research, experience with marketing and social media a plus
- Knowledge of office machines and their basic maintenance
- Ability to work comfortably with quickly shifting priorities and interruptions
- Ability to use discretion with confidential information, as this position is exposed to information regarding families and students that must be kept confidential at all times
- Knowledge of Minnesota Licensing requirements for childcare centers as well as DHS requirements a plus

This position is 20 hours a week (with the possibility of increased hours some weeks) for the remainder of 2014 and then increases to 35-40 hours per week in 2015. The position starts the week of August 25, 2014.

Responsibilities:

Clerical

- Answer phones
- Check voicemail
- Deliver and relay messages to classrooms
- Order/buy program and office supplies
- Maintain/manage lending library
- Add up timesheets for payroll and submit payroll sheets to Head of School
- Produce new timesheets each pay period
- Prepare mailings
- Organize supply closet
- Coordinate with parent involvement committee regarding coffees, open house, parent socials, spring auction and other activities
- File notices, newsletters, articles, etc. in Parent Folders
- Collect daily mail and responsible for submitting mail holds during school breaks
- Copier maintenance, including calling in for repairs or ink

Communications

- Assist in marketing copy and creating flyers/signs
- Edit and proofread communication

- Assist in social marketing as needed (i.e. Facebook and Twitter posts)

Licensing

- Maintain medications book, continuing education book, and tornado and fire drill books
- Maintain compliance with all Rule 3 requirements

School Administration

General

- Notify parents of sick children
- Organize, maintain and audit student files
- Maintain CW database
- Print out attendance (check-in/check-out) sheets from database for all classrooms
- Process, file and alert Guides and Aides to Extra Hours Requests
- Maintain school, staff, head of school and office calendar
- Oversee parent observation scheduling by sending out parent reminders and alert Guides to upcoming observers
- Assist Guides, Assistants, Aides and Children when needed
- Assist preparation for school events (Alumni Tea, Parent Workshops, Auction, etc.)
- Maintain staff roster, school children/parent rosters, emergency cards and allergies/ special notations for children
- Coordinate with public school districts regarding transportation reimbursements
- Arrange/provide substitute aide and assistant for classrooms

Admissions/Enrollment

- Maintain communications with enrolling prospective families by sending out notifications and requests in regard to receiving applications, setting up child visits and deadlines for initial Materials Fee to have a child's spot held
- Maintain and enter all enrollment forms, re-enrollment forms, summer enrollment forms in CW database
- Schedule tours for prospective parents – initial contact for answering prospective parents' questions

If you are interested in this position, please send cover letter and resume to Katrina Schlude at Katrina@childrensworkshopmontessori.org.