



ST. ANNE SCHOOL

JOB DESCRIPTION

Early Child Development Center Front Desk Assistant

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, and goals of the school, as well as the decisions made by the Administrators.
- Ensure the health, safety, and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the ECDC Parent/Student Handbook, Employee Handbook, and ECDC Supplement Handbook.
- Attend faculty and administrative meetings as needed.

The St. Anne School ECDC Front Desk Assistant is responsible for supporting the Director and Assistant Director of licensed daycare in the day-to-day functions of the early child development program. The duties of the St. Anne ECDC Front Desk Assistant will include, but not be restricted to, those listed below.

DUTIES:

- Warm and welcoming first contact with the public inquiring about St. Anne ECDC.
- Set a good example according to Preschool and PreKindergarten objectives.
- Be enthusiastic.
- Maintain a neat and orderly office environment.
- Maintain hallway wall documentation including updating Parent Boards & Director Board.
- Oversee student check in, sign-out.
- Care for sick students when a nurse or Director/Assistant Director of ECDC are not available.
- Performs clerical tasks such as filing, typing, photocopying, collating and distributing materials.
- Create and publish ECDC yearbook.
- Answer and screen incoming calls and provide program information as requested in a pleasant manner.
- Maintain walkie-talkie contact with administration/admin Support/teachers and ECDC personnel.
- Prepare and distribute directors written communications: ie. newsletter and flyers when needed.
- Assist in classrooms as needed.
- Sufficient maturity and judgment to function in crisis situations. Ability to seek leadership as necessary and use it constructively.
- Oversee the office and assist in everyday duties.
- Liaison with parents/public and St. Anne staff.

- Providing routine information on school policies and procedures.
- Assist parents at the counter, over the phone or by email.
- Assist other staff with problem-solving.
- Assist in registration by printing calendars, handbooks, tuition rates, curriculum, etc.
- Contact facilities with preschool needs and questions using work orders and walkie-talkie, assist in preparing work orders for submission.
- Communicating /mailing admissions information to prospective families.
- Managing the telephones - answering phones, retrieving messages, and delivering messages, providing initial information about the school, logging inquiries, sending out the requested information.
- Maintaining ECDC calendar.
- Maintain monthly attendance tracking.
- Provide routine information on school policies and procedures.
- Punctuality: arrives to work on time.
- Presentation: is poised, well mannered, neatly and appropriately dressed, well-groomed, and clean. Follows the staff handbook dress code.
- Document incidents with ECDC teachers and parents.
- Filing when needed.
- All other duties as assigned.

QUALIFICATIONS:

- A minimum of 3 years of professional experience and a minimum of 12 completed ECE/HD units.
- Knowledge of Department of Social Services Child Care Division, Title 22.
- Experience with developing and maintaining productive working relationships with parents, administrators, and, faculty.
- Excellent verbal and written communication skills.
- Ability to utilize Blackbaud software for the entry, utilization, and generation of reports for all admissions-related information.
- Ability to utilize Word, Excel (build reports and charts), Publisher, and PowerPoint as needed.
- Ability to be an effective team member of a strong ECE team.
- Commitment to a lifelong journey: pursues professional growth and personal development that enhances job performance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Ten-month, part-time hourly non-exempt employee, 9:00 am to 1pm (4 hours)

Reports to: Director and Assistant Director of Early Child Development Center

This is an hourly non-exempt position. Please send a cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.