



Job Description

Position Title: Administrative Assistant

Purpose of Position

The Administrative Assistant to the Director of Early Education is responsible for fulfilling the mission of Des Moines Christian School by providing excellence customer service to our families. This position is designed to help the Director of Early Education by providing information to families, maintaining student information, and communication to the department.

Position:

- Part-time, 25 hours per week
- Calendar Year
- Hourly, At-will employee

Reports To: Early Education Office Manager

Evaluated By: Early Education Office Manager

Direct Reports: None

Qualifications:

- BA/BS and/or background in business and customer relations, preferred.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

Professional Profile:

- Committed to the mission of DMCS.
- Demonstrates computer proficiency including Microsoft Office.
- Possesses excellent organizational skills and work ethic.
- Meets deadlines in a timely manner.
- Characterized by integrity.
- Maintains confidentiality.
- Maintains a high level of attendance and is punctual.
- Models Christ-like behavior in word and behavior both in and out of the classroom.
- Demonstrates excellence in communication and interpersonal skills.

Responsibilities:

- Sets and achieves annual performance goals with Director of Early Education.
- Tour families through EE program and school facility, provide program information to families and answers all questions.
- Create registration packets and update materials as needed.
- Register students and assures all documents are completed.
- Enter student information into Blackbaud and maintain for existing students.
- Prepare and maintain health files for state yearly audit and update parents as the health forms expire.
- Establish and maintain complete student files according to Department of Human Services regulations.
- Maintain all student files.
- Copy and distribute student forms for teacher files.
- Communicate with student billing with new students and enrollment changes.
- Answers phones, retrieves phone messages, and returns calls in a timely manner.
- Respond to daily e-mail, and update information for EE digital communication display.
- Maintain classroom waiting lists (i.e., adding/deleting families, calling, change lists based on child's birthday, etc.)
- Create, maintain, and copy class lists and sign in sheets for each classroom.
- Copy and distribute snack and lunch menus to each classroom and elementary lunch room.
- Maintain and distribution of key fobs.
- Comply with building security measures.
- Make any necessary website and calendar changes or updates.
- Record and submit all DHS student attendance on DHS system to obtain payment.
- Track and order office supplies.
- Serves lunch for the center when needed.
- In the absence of the Early Education Director, makes emergency decisions.
- Performs such other duties as assigned.

Date: _____

Signatures: _____

EE Administrative Assistant

Early Education Office Manager

Revision Date: 05/2016