



Job Description

Position Title: Early Education Administrative Assistant

Purpose of Position

The Early Education Administrative Assistant fulfills the mission of Des Moines Christian School by greeting families and visitors and providing consistent administrative support to the Early Education department. This position provides direct support to the Early Education Directors by handling various day-to-day administrative tasks and operational needs.

Position:

- Part-time; 20 hours per week
- Calendar Year
- Hourly, At-will employee

Reports To: Early Education Co-Director

Direct Reports: None

Qualifications:

- High School Diploma or equivalent.
- BA/BS in a related field and/or background in early education and customer service preferred.
- 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:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Connects relationally with children and families in all interactions.
- Demonstrated ability to manage multiple projects and/or priorities with high attention to detail.
- Characterized by integrity and maintains confidentiality.
- Committed to excellent customer service.
- Demonstrated effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Utilizes critical thinking and strategic problem-solving skills.

Responsibilities:

Communication

- Greets all students, parents, staff, and guests making them feel welcome and communicating in a positive, professional manner in all interactions.
- Monitors the security of the school.
- Answers the primary phone number for the department and connects callers to the correct person.
- Assists with parent communication as needed.

Administrative

- Orders supplies for office/department and snacks for classrooms.
- Check mailboxes and distributes mail/packages to the department.
- Collaborates with Administrative Assistant to maintain and distribute key fobs.
- Assists with the planning and executing of various employee and school events.
- Processes submission of invoices and purchase orders.
- Assists in creating and maintaining various department reports, lists, and certification tracking.
- Updates various procedural documents.
- Maintains office cleanliness.

Scheduling

- Assists with meeting preparation, materials, and agenda.
- Assists directors with weekly staff schedules as needed.
- Coordinates various student services such as picture day, hearing tests, vision screening, etc.

General Responsibilities:

- Acts in on-site supervisor capacity if and when the Early Education Co-Directors or Assistant Director are not on-site.
- Serves as a back-up for various roles throughout the department, including but not limited to, classroom associate and lunch service.

Revision Date: 08/2023