



## Administrative Assistant to Preschool/Afterschool

**Position Summary:** The Administrative Assistant to Early Childhood Programs is responsible for assisting the Principal. They are responsible for maintaining and transferring time cards, billing, family communication, and assisting in classrooms when needed.

### Qualifications:

- Associate's degree or equivalent work experience as an administrative assistant or similar role
- Excellent interpersonal, telephone, and written communication and organizational skills
- Understands and supports the shared educational mission of the McDonnell Area Catholic Schools.

**Reports to:** Building Principal and indirectly the Lead Administrative Assistant

### General areas of responsibility:

- Oversees the afterschool program & staff with the support of the Principal & Lead Administrative Assistant
- Help with the 4K Bus Hub
- Helps enter Breakfast and Lunch counts into FACTS
- Answers the telephone and transmits calls and messages accordingly
- Monitors visitors entering the school
- Manage the SC staff calendar
- Processes correspondence as directed by the Lead Administrative Assistant and Principal when necessary
- Performs record-keeping and filing functions appropriate to the school's needs
- Keeps office files organized and updated
- Assists and maintains inventory of the school's office supplies and equipment, and also orders supplies as necessary and approved by the Principal
- Provides first-aid for students alongside the Lead Administrative Assistant and Principal
- Assist in Classrooms as needed and assigned by the Principal
- Help with finding substitute teachers for when teachers are out
- Assist in managing aftercare student schedules and assist with Procare billing.
- Responsible for receiving and sorting incoming payments into ProCare or FACTS
- Issue and post bills, receipts, and invoices
- Assist with open house preparation
- Assist with enrolling students in the after-school program
- Performs all other duties as necessary to the position and as specified by the Principal

**I have read and understand the job description above:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date