

## **JOB DESCRIPTION**

**TITLE:** Preschool Front Desk Assistant

**REPORTS TO:** Preschool Director

**POSITION DESCRIPTION:** Part-time. The Preschool Front Desk Assistant is responsible for greeting families and children as they enter Beginnings Preschool and for facilitating their efficient check-in/check-out for the program each day. The interactions between Beginnings families and the Front Desk staff are integral to setting the climate of care, communication and professionalism that are core values in our program. The Front Desk Assistant will answer the phone for the Beginnings Preschool, check email messages for the program, and ensure that those messages are either managed to completion or delivered to the appropriate staff members. The Preschool Assistant is also responsible for the knowledge of standards and regulations of Nebraska DHHS and other local governing contracting agencies, and will assist in ongoing maintenance of program records to ensure compliance with those standards and regulations.

## **AREAS OF RESPONSIBILITY**

- Greeting/Front Desk Assistance
  - Greet, assist and direct all visitors in a timely and courteous manner. Assure all visitors check in at the front desk
  - Provide assistance, as needed, with the check-in process at front-desk computers
  - Monitor center entrances, using security cameras, and take appropriate measures in the event of an unauthorized visitor
- Communications
  - Receive incoming phone calls to Beginnings Preschool in a timely and professional manner
  - Refer incoming calls to Director, when appropriate, and record/deliver phone messages to other preschool staff
  - Process all incoming emails sent to the main Beginnings Preschool address in a timely and professional manner by either returning a response or forwarding to another Beginnings staff member
  - Efficiently route incoming and outgoing mail
  - Ensure that the Beginnings bulletin board at the center's primary entrance is maintained with current and appropriate information for enrolled families
  - Conduct center tours for prospective families, when the Director is unavailable to do so
- Record Keeping/Administrative Support
  - Create student files for newly-enrolled students and assist Director in ensuring that all required paperwork is completed and received prior to child's first day of attendance

- Assist Director in updating and maintenance of student files, including periodic review of student immunizations and other student-specific information
- Create employee files for newly-hired staff members and assist Director in ensuring that all required paperwork is completed and received prior to staff member's first day of employment
- Assist Director in updating and maintenance of staff files, including periodic review of staff training requirements, health information reports, and other personal information
- Assist Director in maintenance of center records regarding licensing and inspections
- Professional Development
  - Meet all regulatory requirements, including annual professional development training, safety skills, etc.
  - Attend staff meetings and parent enrichment events, as scheduled
- Other duties/tasks
  - Assist in maintaining center appearance, internally and externally
  - Work cooperatively with other staff to maintain the front office area in a neat and orderly fashion, notifying the Director of supplies/materials that need to be ordered/reordered, or maintenance needed on shared staff computers
  - Act as a classroom assistant for short periods of time – to give bathroom breaks to staff members, to allow staff members to answer emergency calls, to keep a classroom within prescribed ratio until substitute staff arrives, etc.
  - Perform routine office tasks such as copying, faxing, filing, etc.
  - Occasional lifting up to 50 pounds
  - Update incoming voice mail message, as needed
  - Notify the Director as soon as possible in the case of absence or lateness

#### **SKILLS/KNOWLEDGE/ABILITIES:**

- A personal relationship with Jesus Christ and a willingness to grow spiritually
- The ability to communicate the vision of St. Andrew's Beginnings Preschool
- A strong commitment to maintaining the confidentiality of staff and student information and records
- Strong organizational skills and ability to prioritize tasks
- A professional appearance and demeanor in interacting with staff, prospective families, and enrolled families
- Attention to detail in handling personnel records, student records, and licensing compliance information
- Punctuality and reliability in attendance

