



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

General Responsibilities:

Responsible for performing a variety of clerical and program support duties and activities which contribute to efficient operations and require an understanding of program and procedures.

Immediate Supervisor:

Director of Special Education

Minimum Educational/Certification Qualifications:

High School Diploma or equivalent required. Experience and/or training in secretarial and clerical work preferred.

Essential Duties:

- Perform as front desk personnel to meet program needs and schedules. This includes but is not limited to greeting the public; answering multi-line phones in a professional manner; and providing all support needed for front desk duties.
- Maintain professional communications with all parents, CDC staff, management, and Board members
- Support the confidentiality of all enrolled children/families participating in CDC programs
- Type, proofread and process a variety of documents including general correspondence, agendas, bulletins, requisitions, claims, reports, meeting minutes, and newsletters.
- Supports screening team, including scheduling, scan results, maintain files, and provide communication with families regarding screening appointments
- Assist in the organization and maintenance of supplies and equipment.
- Ensure organization and tidiness of the front desk and throughout the mail/copy room.
- Responsible for all functions related to the mail, including assemble/send mailings as required
- Provide clerical support to the other Directors, as needed.
- Compile and/or run copies of materials for staff as needed.
- Perform a variety of general clerical duties including compiling, tabulating and maintaining information for attendance and various data reports, filing records and verifying accuracy of recorded information.
- Process external record requests as required
- Accept payments and donations and provide receipts.
- Maintain the preschool account receivables and reconcile the weekly deposit for the Director of Finance
- Provide support and assistance in classrooms when required
- Must be able to meet time lines for required program documentation and manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
- Provide coverage and/or backup support as needed in the program.
- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must follow all policies and procedures of the CDC.

- Must be willing to perform other duties as assigned.

Skills Required:

- Must possess extensive computer experience and ability.
- Ability to operate standard office equipment, which includes but is not limited to: multi-line phone systems, intercoms, copiers, fax machines, and laminators.
- Able to learn new and complex computer software programs.
- Must be reliable, organized, and detail oriented.
- Must be a self-starter.
- Ability to learn new procedures and laws, as needed.
- Ability to work in a collaborative work environment.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Ability to multi-task and manage large and small projects without supervision.
- Represent CDC in a professional manner.

Physical/Environmental Requirements:

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.

Acknowledgement of job requirements:

I have read and understand the requirements and essential job duties of the Administrative Assistant. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: _____ Date: _____

Printed name: _____



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line