

First Baptist Church Academy

Job Description

Title: Administrative Assistant
Supervisor: Director
Pay Range: A- \$27,300 - \$41,800; B-\$31,200 - \$47,800
Benefits: PTO, Paid Holidays, Retirement
Hours: A- 11:00am-6:00pm; B-9:00 to 6:00 with an hour lunch break

Purpose:

The Assistant Director is responsible for assisting the Director in the day-to-day business operations and supervision of the center. The Assistant Director will support the director's key responsibilities including ensuring the health, safety, and quality of education for all children and be responsible for creating positive interpersonal relationships with staff, children, and parents.

Major Work Activities:

1. Administrative Duties such as:
 - a. Maintains records and files which include the following:
 - a. Children's files
 - b. Current immunizations on all enrolled children
 - c. Documentation of monthly fire drills and regularly scheduled lockdown drills
 - d. Any local, state, or federal required forms, records, or other materials
 - b. Maintains minutes from staff meetings.
 - c. Assists with answering phone calls and e-mails and helping relay messages in a timely manner.
 - d. Assists with waiting list.
 - e. Orders necessary supplies in a timely manner
 - i. Supply orders from teachers
 - ii. Paper products
 - iii. Food Order
 - f. Assists in creating monthly newsletter & calendar of events for staff and parents.
2. Responsible for all parent tuition accounts to include both posting and deposits.
3. Supports classroom with communications.
4. Assists with CACFP
5. Fills in where needed under the direction of the Academy Director.
6. Coordinates special activities as needed.
7. Adheres to all Personnel and Operational Policies.
8. Supports the ministries and mission of FBCC.
9. Assists Director in investing in the spiritual development of FBCA Staff.
10. Other work duties as assigned.

Qualifications:

1. A high school or general education diploma.
2. Completed NCECC
3. Additional coursework in Early Childcare preferred
4. Training requirements in compliance with center policies i.e. CPR & First Aid, SIDS, Playground Safety
5. No conviction of felony or violent crime involving moral turpitude, child abuse or neglect; and clean driving record.
6. Current medical exam with negative tuberculosis test.
7. Has a healthy and growing relationship with Jesus Christ