

**CHILD DEVELOPMENT CENTER  
JOB DESCRIPTION**

**Title of Position:** ADMINISTRATIVE ASSISTANT – FRONT DESK

**Supervisor:** Executive Assistant

**General Responsibility:**

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

**Minimum Educational Certification Qualifications:**

High School Diploma or equivalent required.

**Experience:** Experience and/or training in secretarial and clerical work preferred.

**Essential Functions:**

1. Must be able 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.
2. 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.
3. Must have the ability to gain knowledge and adhere to the Rules and Regulations Governing Services to Children with Disabilities according to the Individuals with Disabilities Education Act (IDEA).
4. Must possess extensive computer experience and ability.
5. Must have the ability to gain knowledge about Federal and State laws concerning education requirements for disabled individuals.
6. Must follow all policies and procedures of the Child Development Center and be an effective member of the CDC team.
7. Must be able to greet the public and answer multi-line phones in a professional and in a friendly manner.
8. Assist in the organization of office activities including keeping adequate supplies of forms and office supplies and maintain equipment.
9. Serve as secretary to the Administrative Staff as assigned.
10. Compile and tabulate information and data for reports.
11. Type, proofread and word process a variety of documents including general correspondence, agendas, bulletins, requisitions, claims, reports and newsletters.
12. Sort and deliver "in-center" mail.
13. Accept parent payments and donations and provide written receipts.
14. Compile and/or run copies of materials for staff as needed.
15. Perform a variety of general clerical duties including maintaining and filing records, verifying accuracy of information and recording information.
16. Provide information and forms to staff members, parents and other entities as requested.
17. Prepare, maintain and /or assist with screening schedules and disseminating screening information to staff and families.
18. Assist in the development of forms, worksheets, and record keeping systems for the collection, dissemination and maintenance of program.
19. Perform specialized record keeping functions in the areas of attendance records and data collection.

- 20. Maintains management of Procure software.
- 21. Maintains preschool accounts receivable.
- 22. Provide backup support as needed.
- 23. Seek appropriate additional tasks when work is completed.
- 24. Ensure the safety of all enrolled children and families participating in the CDC programs.
- 25. Must be able to attend required staff meetings and trainings.
- 26. Perform other duties as assigned.

**Physical/Environmental Requirements:**

- 1. Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- 2. Must be able to lift 35 lbs. unassisted.
- 3. Must be able to tolerate air conditioned buildings and fluorescent lights.
- 4. Must be able to work effectively in a stressful environment.
- 5. Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- 6. Must be able and willing to drive to meet job requirements.
- 7. 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 MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.

Please sign below and return to the Human Resource Generalist.

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I have read and understand the requirements and essential job functions of Administrative Assistant – Front Desk and I am able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others with or without reasonable accommodations.

Signature \_\_\_\_\_ Date \_\_\_\_\_