

Franklin Township Community School Corporation



Job Description

JOB TITLE: Childcare Administrative Support WELC

NWS POSITION #: 3.234.050.01 - 3.234.050.02

REPORTS TO: Wanamaker Early Learning Center Director

SUPERVISES: Non-Applicable

EMPLOYMENT AND FLSA STATUS: Classified

JOB GOAL

The Childcare Administrative Support for the Wanamaker Early Learning Center is responsible for assisting in the implementation and maintenance of child care center licensing requirements as well as other clerical functions to ensure operations of the building and program. The Childcare Administrative Support is responsible for assisting all staff based at WELC and for general office management. Due to the timelines for the tasks and activities occurring at WELC, this is a year-round position.

PERFORMANCE RESPONSIBILITIES:

- Assist the Childcare Administrative Support to establish and maintain records, handbooks, coordination of professional development, and documentation needed to maintain a licensed childcare center.
- Work alongside the Early Childhood Program Coordinator to provide support and professional development to center staff on the implementation of health, safety, and care guidelines for children ages 0-5.
- Assist parents in the enrollment process and respond to general inquiries about the center and programs available.
- Assist the Early Childhood Teacher/Supervisor in processing requests pertaining to Early Childhood Evaluations and applications for admissions.
- Monitor the front door and assist in greeting visitors and scanning security access.
- Monitor the main phone line for WELC and assist in answering, transferring, and taking messages for telephone calls.
- Provide the Early Childhood Program Coordinator and staff of WELC with general secretarial duties (monitoring paper in copy machine, toner for copy machine, lamination requests and general functions of the laminating machine, collaborating with custodial staff for general duties, schedule meeting rooms for staff, etc.).
- Work closely with the Early Childhood Program Coordinator on day-to-day data-related tasks.
- Provide supervision and coverage in classrooms to ensure ratios as needed
- Adhere to the policies and procedures including network and internet use of the FTCSC.
- Work collaboratively with the personnel located at the WELC.
- Make positive contributions to the culture and climate of the WELC
- Other duties and responsibilities as may be assigned.

QUALIFICATIONS:

- The Childcare Administrative Support must have expedient word processing and technology skills including Microsoft office and Google programs.
- Experience working at a licensed center as a lead caregiver and/or within an office/ administrative position is desirable.

PHYSICAL REQUIREMENTS:

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|----|-------------------------|----|------------------------------|
| 1. | Seldom = Less than 25 % | 2. | Occasional = 26 to 50 % |
| 3. | Often = 51 to 75 % | 4. | Very Frequent = 76 % & above |
- Ability to stand for extended periods of time. (2)
 - Ability to lift 25 lbs. (2)
 - Ability to carry 25 lbs. (2)
 - Ability to work at a desk, conference table or in meetings of various configurations. (3)
 - Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
 - Ability to hear and understand speech at normal levels. (4)
 - Ability to communicate so others will be able to clearly understand a normal conversation. (4)
 - Ability to operate office equipment. (4)
 - Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The FTCSC will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

260 days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date_____

Reviewed and agreed to by: _____ Date_____