

# Preschool Administrative Assistant

## Point Loma Community Presbyterian Church

### Our Mission

*At Point Loma Community Presbyterian Church (PLCPC) we seek to Experience Jesus, Strengthen the Church, Journey into Deeper Faith, and Transform our World.*

### POSITION DESCRIPTION

Title: Preschool Administrative Assistant

Reports to: Preschool Director

Works with: Point Loma Community Church Preschool teaching staff, Ministry Staff, and Volunteers

Relates to: Children's Discipleship Committee of Session

Classification: Part-time, non-exempt, 20-25 hours a week

### MAJOR PURPOSE AND SCOPE

The Point Loma Community Presbyterian Church Preschool (aka Red Brick Preschool) is a Christian preschool that uses techniques of emergent curriculum and play based learning to promote social and emotional development in children ages 2-Pre-K. The Preschool Administrative Assistant, working under the direction of the Preschool Director, provides administrative and detail support, as well as, customer service to the 150 families served at the school.

### JOB DESCRIPTION

Primary Duties:

1. Manage our ProCare Software by inputting and maintaining accurate student records (enrollment, immunizations, reports and paperwork)
2. Write or edit our monthly preschool newsletter/e-blast, mass emails, website, and in-house communications (white boards), making sure there is a consistent communication of church events given to preschool families
3. Contribute to our monthly church Spire newsletter, bulletins, and other forms of communication
4. Update preschool bulletin boards on a consistent basis
5. Manage Scholastic book orders
6. Assist in planning and organizing fundraisers
7. Create an annual preschool phone book
8. Create and update daily sign-in sheets
9. Answer phone calls and receive visitors, maintaining a professional attitude at all times, treating all children and families with dignity and respect
10. Attend staff meetings and training programs and workshops/conferences
11. Be familiar with emergency procedures and update procedure, as needed
12. Assist with preschool projects, lessons and snack preparation as needed
13. Articulate and communicate, in a professional manner, the philosophy of the program to others
14. Perform other assigned duties as directed by the lead teacher or director

### QUALIFICATIONS

Character:

1. Must be committed disciple of the Lord Jesus Christ, with personal maturity in leading and serving others in a Christian lifestyle consistent with the PC(USA) Book of Order.
2. Have a strong commitment to own personal spiritual, physical, and emotional well-being and development.
3. Have a strong commitment to servant leadership, working well independently, as well as, part of a team.

Experience/ Education:

1. Must have a minimum of 6 Early Childhood Education Units
2. Minimum 1 year administrative experience
3. Must meet the state licensing requirements of Title 22
4. Must have strong administrative skills and the ability to juggle multiple projects with superb accuracy
5. Exceptional customer service skills, over the phone and in person.
6. Technical skills in computer use, to include but not limited to, Word, PowerPoint, Excel, graphics, and communication through electronic and social media (Facebook, text, email, etc.)

**POSITION SPECIFICS**

- This is a Part time, hourly position, 20-25 hours a week; Monday-Friday (flexibility over winter/summer breaks)
- Closed on major holidays
- Hourly wage dependent on experience and education (\$15-\$18/hour)
- Expected start date: negotiable
- Employment is contingent upon a satisfactory completion of a background check (including but not limited to an investigation with the State and Federal authorities regarding any history of criminal activities), a TB test within the last year, immunizations up to date and enthusiastic personal and professional references.

Interested applicants are requested to provide a detailed resume with all relevant experience and at least three reference contacts to [preschool@pointlomachurch.org](mailto:preschool@pointlomachurch.org)