

Temple Emanu-El Job Description

Job Title:	Administrative Assistant
Department:	Early Childhood Education Center (ECEC)
Reports to:	Senior Director of Early Childhood Education
Hours:	40 hours/week 10am-6pm (including some evenings and weekends)

POSITION SUMMARY:

The Administrative Assistant holds a key position and requires a strong relationship and ability to partner with our Temple Emanu-EL Technology, Finance, and Facilities departments as well as our ECEC Parent Association, staff, and admin team and as such requires a style that is both personable and efficient to convey a positive first impression of the school. You are also a main contact for parents, faculty, and staff for help in obtaining information, forms, supplies or services.

PROFESSIONAL REQUIREMENTS AND SKILLS:

- Excellent customer service, interpersonal, and diplomatic skills when interacting with children and adults.
- A strong ability to multi-task and remain focused and good-humored under pressure.
- Superior written and verbal communication skills
- Proficiency in MS Office and Excel
- Ability to perform internet research.
- Knowledge of office machines and their basic maintenance
- Ability to work comfortably with quickly shifting priorities and interruptions.
- Ability to use discretion with confidential information, as this position is exposed to information regarding families and students that must always be kept confidential.
- Knowledge of Texas Licensing requirements for childcare centers as well as DHS requirements a plus

ESSENTIAL CLERICAL FUNCTIONS:

- Answer phones and check voicemail if the front receptionist is not available.
- Front desk coverage from 4 to close daily.
- Deliver and relay messages to classrooms.
- Answer school intercom from classrooms.
- Order/buy office, classroom and Pedagogist and Specialists supplies.
- Turn in maintenance requests.
- Maintain Sr. Director Outlook calendar and scheduling of staff and parent meetings.
- Initial contact for answering prospective parents' questions if front receptionist is not available.

GENERAL DUTIES IN SCHOOL ADMINISTRATION:

- Manage and reconciliation of all receipts to accounting for Sr. Director and Staff member responsible for classroom purchasing and assistance to other staff and admin team as required.
- Provide paperwork to prospective staff for the new hire process and run staff background checks.
- Maintain licensing regulations.
- Maintain Fire, Weather and Lockdown drills and documentation for ECEC in partnership with Director of Security.
- Assist with other ECEC team projects and school events as needed.
- Coordinate ordering with Vendors as required for ECEC events.

- Book transportation, order snacks and send communication to Parents for student field trips.
- Coordinate with parent association for scheduling Sr. Director regarding coffees, open house, parent socials, spring auction and other activities including negotiating and purchasing as required from vendors.
- Arrange/provide substitutes for classrooms as required when scheduler or receptionist is not available.
- Manage Staff time off requests as required when scheduler or Sr. Director is not available.

BENEFITS INCLUDED:

- Health, Vision, and Dental Insurance
- PTO and Paid Vacation
- Parental leave
- 403B

To Apply: Please submit your resume to jmeyer@tedallas.org