

# Preschool Office Assistant Job Description

## DAILY

- Record payments
- Open and distribute preschool mail
- Wash snack dishes

## WEEKLY

- Prepare the deposit from payments received and submit it to the FELC office manager
- Keep communication between Preschool, IGLLS, and church staff open and clear

## MONTHLY

- Enter information into Brightwheel - breakdown of payments (tuition, lunch, Before Care and Wednesday Child Care)
- Prepare the Before Care worker schedule and child sign-in sheet
- Turn all Preschool bills into FELC office manager before monthly Preschool Board Meeting - these will need to be coded as per list from FELC office manager
- Attend all preschool staff meetings - keeping notes of items discussed
- Prepare a preschool article for the Parish News

## YEARLY

- Attend Iowa District West Early Childhood Conference
- Fulfill all DHS trainings and requirements
- Create and keep up-to-date check list of required enrollment forms
- Create and keep up-to-date class database and class lists
- Make folders of necessary materials for the Preschool Parent Meeting
- Keep Preschool Handbook up-to-date and on file
- Record, order, pick up, and disperse preschool t-shirts
- Create the bus list and route (with the assistance of bus driver)
- Assist Director with substitute list
- Find Before Care workers and create phone list
- Coordinate Fundraiser - organize, tally orders, count money, and set up delivery
- Coordinate Picture Day
- Complete Iowa District West School Statistics Report (with FELC office manager)
- Notify Pastor of any preschool families who want to join the church or baptize a child
- Keep up-to-date DHS licensing binder (with Preschool Director)
- Compose the preschool annual report for the FELC Annual Report book
- Assist Director with the school calendar development
- Prepare annual statements of tuition paid (for tax purposes)
- File the Annual Certification of Racial Nondiscrimination form
- Prepare registration packets with the necessary enrollment forms
- Order all materials for next school year or as needed throughout the year
- Prepare "apples" with supply needs and place on the "Apple Tree" in the Fellowship Hall

## AS NEEDED

- Assist Director
- Responsible for accurate record keeping of Petty Cash
- Assist teachers with special events—i.e. kitchen set-up for programs
- Keep record of staff absences and sub for the day on the office calendar
- Assist Director with advertising
- Send thank you cards to people who donate to Preschool (Thrivent Choice Dollars, etc.)
- Post bulletin board notices as needed
- Keep record of all new materials purchased
- Keep a current library of catalogs and resource materials for teachers
- Communicate with staff about any changes in schedules due to funerals or emergencies