

# **DELAWARE CHRISTIAN ACADEMY JOB PROFILE:**

**POSITION: ADMINISTRATIVE ASSISTANT**

**STATUS: FULL-TIME, HOURLY**

## **VISION AND MISSION OF DELAWARE CHRISTIAN ACADEMY:**

### **DCA Mission Statement**

Delaware Christian Academy exists for the purpose of bringing glory to God. Our goal is to partner with families to provide a high standard of excellence in character development, Christian education, and academics in a Christ-centered environment. It is our desire and intention to honor children's different learning styles and build their self-esteem by laying a foundation of faith, community, and servanthood, where all children feel valued and can achieve success.

### **DCA Vision Statement**

As a ministry of Delaware Christian Church's exuberant faith community, we strive for children to experience God's love, grow in a Christ-centered educational environment, and be equipped to impact the world.

## **ROLE:**

The Administrative Assistant plays a vital role in the efficient functioning of Delaware Christian Academy. This individual is at the forefront of the administrative team, bridging the gap between parents, staff, and Administration.

## **GOALS & EXPECTATIONS:**

- Bring skills and experiences to provide support to leadership
- Support DCA's nurturing and empowering culture by actively engaging with teachers and staff
- Support DCA's mission and vision by helping to grow enrollment and foster family engagement.

## **PRIMARY RESPONSIBILITIES & TASKS**

- Welcome and assist families and children during drop-off and pick-up times, ensuring a smooth and positive transition
- Monitor building entry points and verify the identity of individuals to ensure authorized access only
- Verify the identity of unfamiliar individuals before authorizing the release of a child to ensure safety and compliance with security protocols

- Manage incoming internal and external calls, and retrieve and process voicemail messages
- Conduct enrollment calls and handle various other phone communications as instructed by the directors
- Handle email correspondence and manage the sending and receiving of faxes
- Design and print signage for events
- Record minutes during all staff meetings
- Schedule and conduct tours for prospective families
- Ensure parents properly sign children in and out upon departure
- Assign mailboxes and distribute new walkies to incoming staff members
- Maintain a record of staff birthdays to send out birthday cards
- Prepare all front desk paperwork for the upcoming week, including the front desk roster, sign-in/out logs, closing checklist, and daily task list for floaters
- Distribute paperwork to parents during child pick-up times
- Track illnesses from the previous week and report them to the Delaware County General Health District
- Assemble enrollment folders and parent handbooks
- Conduct end-of-shift walkthroughs to ensure all tasks have been completed by closing staff
- Maintain a record of items that need to be turned in by parents (sunscreen forms, disguise a turkey project, etc.)
- Assist with organizing and coordinating special events, such as Teacher Appreciation Week, Donuts with Dad, Art Show, etc.
- Maintain organized and up-to-date records and forms for all children
- Manage and send reminder emails and paper notices to parents regarding upcoming form deadlines, while maintaining records of communications and reminders sent
- Review forms to ensure completeness and accuracy, obtaining necessary signatures from the director as required
- Duplicate all paperwork and distribute it to teachers for inclusion in their binders (i.e.: Allergy forms, Medical Forms, pick up lists, etc.)
- Maintain and update all critical informational spreadsheets with current information
- Collaborate closely with both directors to monitor and track enrollment
- Participate in weekly enrollment meetings with both directors
- Ensure completion and tracking of all transition paperwork signed by parents, and distribute copies to the appropriate teachers
- Monitor enrollment calls and maintain records of recipients for enrollment links and packets
- Maintain readiness and organization to respond promptly to any enrollment changes
- Order Pizza Hut every Thursday for pizza lunch on Fridays
- Assist in retrieving the Sam's Club order from the store at the start of each month

### **STRENGTHS & SKILLS:**

- Must have or acquire working knowledge of Microsoft Office, Canva, Social Media, etc.
- Must understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications, like email and social media.
- Ability to work independently and with a group
- Ability to maintain confidentiality
- Willingness to work closely with the Directors and Pastor to grow DCA
- Must be enthusiastic about teaching staff and creating a positive atmosphere
- Self-motivated with strong organizational skills and attention to detail
- Outgoing and engaging personality with a strong passion for Early Childhood Education
- Ability to manage the workflow of processes that support daily operations
- Must have the ability to assign tasks effectively and ensure they are completed efficiently and on time.
- Graceful communication, patience, and compassion in all interactions with parents, staff, and children
- Manage numerous tasks simultaneously while maintaining the ability to seamlessly switch between them
- Capable of maintaining focus on multiple tasks or projects, even after a break, which helps in picking up where you left off without much loss of momentum.

### **YOUR TEAM:**

- This position does have supervisory responsibilities over building processes, and daily operations while directors are unavailable.
- This position reports directly to the Director

### **SCHEDULE:**

- This is a hourly position working approximately 40-45 hours a week.
- DCA is open Monday – Friday 7:00 a.m. – 6:00 p.m.
- Your scheduled hours are 9:00 – 6:00 p.m. with periodic changes
- There will be several occasions when you are required to attend various activities outside of your typical work schedule (ex: art show, Christmas program, etc.)

