

Cornerstone Lutheran Preschool

OUR MISSION is to make disciples as we REACH OUT (Mark 16:16), CARE FOR (John 13:34-35), and BUILD people (Ephesians 4:11-13) toward maturity in Christ.

CORNERSTONE LUTHERAN PRESCHOOL MINISTRY STATEMENT The preschool program of Cornerstone Lutheran Church partners with its families to provide opportunities for each child to know the love of Jesus, develop respect for self and others, and to experience the joy of learning in a safe and developmentally appropriate environment. The faculty and staff will nurture the unique gifts of each child in a Christ-centered environment that is designed to educate, inspire, and empower young minds. Opportunities will be provided to assist parents to learn how to foster faith formation at home, support the academic growth of their child, and guide parents to build parenting skills.

Job Description for Administrative Assistant

Responsible to: Director

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.
2. See his/her role as a calling for ministry, understanding the role of the mission of the preschool.
3. Understand that the preschool's first priority is to "teach" the children about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.
4. Be a positive, caring person with enthusiasm for caring for children and their families.
5. Attend all staff meetings, attend workshops and seminars whenever possible, and log at least 12 training hours each year.
6. Maintain Red Cross first aid and child and infant CPR certifications.
7. Pass national background check, Tb test and drug screening.

COMMUNICATION RESPONSIBILITIES

1. Articulate and communicate, in a professional manner, the philosophy of the program to others.
2. Answer phone calls and receive visitors, maintaining a professional attitude at all times, treating all children and families with dignity and respect.
3. Communicate with parents, children, staff, and the general public on a daily basis regarding program information, registration, billing, etc.
4. Assist the Director in preparing communications sent out through email blasts and twext to families.

CLERICAL RESPONSIBILITIES

1. Maintain online child care management system by inputting information and maintaining accurate, complete and current student records (enrollment, student profiles, health records, immunizations and attendance).
2. Maintain an effective inventory system for school curriculum, supplies, materials and equipment.
3. Assist in the implementation and management of Paths to Quality and NSLA Accreditation Standards.
4. Record and distribute minutes of staff meeting to all preschool staff members.

5. Assist staff in communicating special events and activities (i.e. class parties, Feast, Christmas programs, Brunches, etc.)
7. Assist in planning and organizing fundraisers.
8. Coordinate registration procedures and communications with the Director.

FINANCIAL RESPONSIBILITIES

1. Prepare student accounts using online management system.
3. Draft monthly tuition payments in a timely manner.
4. Send out email invoices to families.
5. Keep up-to-date records of accounts. Follow up on delinquent accounts.
6. Work with church financial administrator to reconcile accounts.
7. Track purchases for supplies and submit receipts to the Director.

GENERAL RESPONSIBILITIES

1. Assist in the classrooms as needed, may include filling in for a teacher or assistant.
2. Lead tours for prospective families when needed.
3. Execute fire, tornado and lockdown drills according to the emergency plan.
4. Perform other assigned duties by the director.

QUALIFICATIONS: High School Diploma/GED required; Bachelor's Degree in Business, Education or related field preferred; Administrative experience preferred; Must possess technical skills in computer use, to include but not limited to, Word, PowerPoint, Excel, graphics, and communication through electronic media (text, email, etc.)