

Wyckoff Christian Preschool & Kindergarten
485 Wyckoff Avenue
Wyckoff, NJ 07481
(201) 891-7140

Administrative Assistant Job Description

The position of the Administrative Assistant is an assistant to the Director, keeping the Director apprised of the activities of the preschool whenever the Director is behind closed doors or out of the office.

This is a 10-month, salaried, full time position with hours from 8:30 to 3:00 each day.

In addition to the responsibilities outlined below, there will be other projects and needs that will arise. The overall position includes, but not limited to the following:

- Ensure that the events of the master calendar are maintained. The master calendar is created by the Director and Head Teacher. Examples would be; fire drills, staff celebrations, emergency drills.
- Make copies and put together the information provided in the Parent Folder distributed at the Parent Orientation.
- Make copies and put together the forms required by the Office Of Licensing in the format of a Package to Keep and a Package to Return for parents.
- Create and maintain student files, class lists, authorized cards, emergency cards, state required checklists, student immunization reports, etc.
- Create a master email list in Google, and then create class groups. Note: It is important to delete alumni students.
- Ensure that all emergency bags are up to date at the beginning of each school year as well as maintained throughout the year. This requires a full school list and up to date class lists.
- Assist the Director in scheduling and conducting monthly Fire Drills, as well as scheduling safety drills for all classes. Ensuring that parents are notified in writing each time there is a safety drill.
- Ensure that the First Aid bags used for the playground are fully stocked at the beginning of each school year as well as throughout the year.
- Create and maintain a spreadsheet of all student information into Excel.
- Create class lists that are distributed to the teacher and aide for the emergency bags and attendance books. Note: The class lists must be labeled as "emergency bag", "attendance book", "teacher copy" A copy is also made for the Director and a master copy is kept in the file with the student folders. Note: Update the Alphas List for the Emergency Bag.
- Update and redistribute the class lists each time there is a data change for the distribution to all the affected classes and teachers for the emergency bags and attendance books. Note: The class lists

must be labeled as "emergency bag", "attendance book", "teacher copy" A copy is also made for the Director and a master copy is kept in the file with the student folders.

-Maintain the Before Care, Lunch Bunch, Extended Play, and After Care Programs by:

1. Creating accurate attendance books
2. Fill all Lunch Bunch Coupon requests
3. Provide parent confirmation for Before Care, Extended Play, and After Care
4. Follow up with payment/missing coupons
5. Maintain a record of credits for missed Before Care, Extended Play, and After Care

-Ensure that the Forms Rack has all available and up to date forms needed for parents.

-Retrieve and sort mail from both the in building and outside mailboxes. Process those forms that are for Before Care, Lunch Bunch, Extended Play and After Care. Place appropriate mail in the correct mailboxes, e.g. Bookkeeper, Director, Head Teacher.

-Order office and paper good supplies as needed under the supervision of the Director on a monthly basis.

-Coordinate and supervise two annual fundraisers per year, two Scholastic Book Fairs per year and the monthly Scholastic Book Club.

-Make purchases for special occasions as directed by the Director, such as the parent breakfast at the beginning of the school year, as well as staff birthday breakfasts, and special events.

-Typing as needed.

-Maintain neat hallway bulletin boards by removing old notices and posting new notices as requested by the Director.

-Clerical support on projects as needed.

-Answer the phone.

-Photocopy as needed and maintain photocopiers.

-Each morning check that all doors are locked and the school is secure.

-At the end of the school day, confirm that all lights are out and the copy room is locked.

-Quickbooks assistance when needed.

3/29/22