

Position Description

Position Title:	Administrative Coordinator	Date:	November 2020
Reports to:	Director, Early Learning Center	FLSA Classification:	Non-exempt
Direct Reports:	None		
Hours:	Full-Time 37.5 hours per week		

GENERAL SUMMARY

The Administrative Coordinator of the Early Learning Center (ELC) works as part of an interdisciplinary, vision-focused leadership team to provide excellent early childhood programming for enrolled children and families. Specifically, the Administrative Coordinator ensures compliance with Department of Early Education and Care (EEC) contract billing, required paperwork collection and organization, program forms, data management and grant reporting.

ESSENTIAL JOB FUNCTIONS*

Administrative:

- Enter staff training data into Professional Qualifications Registry (PQR).
- Schedule regular emergency evacuation drills.
- Collect, check and input weekly classroom attendance data.
- Develop and maintain forms as needed: classroom sign-in sheets, and allergy list.
- Complete inventory and order first aid and office supplies as needed.
- Label staff and family mailboxes.
- Assist in the coordination of grant funds and donations for enrolled low-income families.
- Maintain communication with assigned contacts at funding and referral agencies (EEC, Community Cares for Kids).
- Plan and implement family open houses.
- Provide general office and program support including: directing outside calls, responding to teacher's questions and relaying information regarding child absences to classrooms.
- Maintain and record children's records, tracking due dates for immunizations, physicals, annual updates of permission forms, allergy info, progress reports, and all required EEC forms.
- Support the Parent Advisory Committee (PAC) activities, including: sending e-mails to parents, ordering food for meetings, coordinating child care etc.
- Ensure all program forms (paper and electronic) are up-to-date, compliant with regulatory agencies, organized and easily accessible. Complete annual inventory of all forms and update as needed.
- Work collaboratively with ELC Director and Assistant Director to respond to and track child enrollment inquiries (phone, e-mail and in-person) and schedule/conduct tours.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**



- Work collaboratively with Program Coordinator to draft and submit weekly enrollment updates and Inquiry Tracking Report to Director and Assistant Executive Director.

Reporting and Processing:

- Record, track and summarize incident and accident report data and report to Director and Assistant Director on a monthly basis.
- Maintain and collect eligibility information for contract slots and process re-assessment of eligibility as required.
- Prepare timely monthly billing for contracted and funded slots.
- Maintain attendance and billing reconciliation in CCFA.
- Coordinate with accounts receivable on monthly billing and billing changes for CDBG/EEC subsidized slots.
- Prepare monthly slot analysis.
- Prepare CDBG quarterly report with Director of Counseling Services.
- Complete annual state immunization survey.

OTHER DUTIES AND RESPONSIBILITIES

- Provides supervision/guidance to main office volunteer(s) when applicable.
- Performs additional duties, as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- High School Diploma required.
- Minimum of two (2) years of administrative experience and/or Child Care Director experience required.
- Intermediate computer skills, including Microsoft Office, internet and e-mail required.
- Strong interpersonal, verbal, and written communication skills.
- Ability to develop strong, positive relationships with children, families, and staff.
- Ability to work as an active, innovative, and collaborative member of program, and management teams.
- Ability to respond effectively in crisis situations.
- Well-organized, detail-oriented and able to effectively balance multiple tasks.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Submit evidence of physical health and wellbeing appropriate to position, including MMR Immunity.
- Standing/Sitting/Walking, for example:
 - Frequent bending.
 - Frequent transitions between a sitting and standing position.
- Lifting up-to 35lbs, for example:
 - Lifting babies, toddlers, or preschoolers onto changing table, placing and removing from strollers.
 - Reaching while lifting, to retrieve supplies, hang artwork, etc.
- Pushing/Pulling, for example:
 - Moving equipment and supplies such as paints, toys, bikes, cones, and water and sand tables.

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- Caretaking, for example:
 - Contact with children who are ill and/or contagious.
- Work Environment:
 - Fast-paced, moderately noisy, and often times multi-tasking environment.
 - Office setting however some duties are performed outside (in all types of weather, for example, cold, hot, and windy conditions).

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