



POSITION DESCRIPTION EARLY CHILDHOOD CENTER SECRETARY

HOURS: Part Time (24 Hours/Week Monday - Friday) Non Exempt

SALARY: Based on experience

REPORTS TO: ECC Administrator

JOB OVERVIEW: The Early Childhood Secretary is responsible for the enrollment process for full time and part time preschool, as well as 1st contact when the Administrator is gone.

QUALIFICATIONS: The Early Childhood Secretary is a church professional, forgiving, and willing to grow as a disciple, must be spiritually natured, and love the Lord. This person must function as a team member, must have good written and verbal skills.

RESPONSIBILITIES INCLUDE:

1. First contact person for staff needing time off, if a teacher cannot obtain a sub, and then the Secretary will take the position for the teacher.
2. Take notes at all meetings and type them in a timely manner.
3. Enroll new students with follow ups on all requirements to this process.
4. Very good phone communication skills, as well as follow up with messages.
5. Very good knowledge of the ECC program so that building tours can be conducted.
6. Computer knowledge of word, excel as well as our Shelby accounting system.
7. Post tuition weekly, a report given to the ECC Administrator weekly.
8. Type all needed forms, communication, schedules for the ECC.
9. Be available to give teachers breaks, call parents, and discipline if needed.