

## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

### **Purpose:**

To provide assistance in the development and capabilities of the Center (St. Elizabeth Parent's Day Out Program) in accordance with the philosophies and policies outlined in the policy manual and within the budgetary guidelines. To assist in providing a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encourage and individuality is respected.

### **Key Responsibilities:**

- Provide administrative support for the Center
- Prepare the Center for the beginning of the day and special activities
- Maintains supplies and coordinates purchases
- Maintains student records according to TX DFPS requirements
- Receives tuition payments
- Tours prospective parents around the Center
- Assists in the day-to-day functioning of the Center
- Assists in classrooms as needed
- Assists the Director as needed
- Attend staff meetings and other required meetings
- Acquire 24 training hours annually
- Maintain CPR/First Aid certification
- Maintain Ethics and Integrity (Protecting God's Children) certificate from the Diocese
- Comply with Parish and Program Employee Handbook, guidelines of the Texas Department of Family and Protective Services Minimum Standards
- Other duties as assigned

### **Reporting Relationships:**

- Reports to the Director

### **Requirements:**

- Knowledge of Child Care Operations with at least 1 year of experience in a child care facility preferred
- Must have a High School Diploma or GED
- Must be at least 18 years of age

- Understand Texas Department of Protective and Regulatory Services Minimum Standards that govern child care programs
- Knowledge of Developmentally Appropriate Practices
- Ability to counsel, consult, and communicate effectively and clearly (both verbally and written) with parents, staff, administrators and other ministries within the church.
- Computer knowledge; word processing
- Demonstrates good judgment
- Shows insight into child and adult behavior
- Utilizes time well and is well-organized
- Accepts and respects differences in children, parents and co-workers
- Understands and shows respect for confidentiality of children, parents and other staff
- Exhibits flexibility and sense of humor
- Evidence of emotional maturity and stability
- Evidence of sufficient security and judgments to handle crisis

St. Elizabeth Parent's Day Out is looking for a part time Administrative Assistant working 8:00am-2:30pm on Tuesdays, Wednesdays & Thursdays during the school year with occasional extra hours for meetings/trainings. Some days are required during the months of June & August. To apply, please email your resume, cover letter & list of references to: [kim.perales@stelizabethpf.org](mailto:kim.perales@stelizabethpf.org) 512-251-9805