



## **CENTER ADMINISTRATIVE ASSISTANT** **JOB DESCRIPTION**

**GENERAL DESCRIPTION OF POSITION:** Responsible for the overall center administration duties.

**RESPONSIBLE TO:** Center Director

### **QUALIFICATIONS:**

- Two year degree in business education preferred; minimum of a high school education. Must possess a basic knowledge of secretarial and financial duties to include phone etiquette, typing skills of a minimum of 50 wpm, use of adding machines/calculators, use of all office machines.
- Must be comfortable utilizing computers and technology and be willing to learn new computer skills and software programs as necessary.
- Two years experience working in a business office preferred.
- Strong phone and people skills.
- Knowledgeable and skilled in the use of computers and computer software programs such as Microsoft Office, Outlook, Excel, and other software programs.
- Demonstration of the following qualities: self motivated, self directed, able to make good judgments, creative, reliable, and dependable.
- Sincere interest in working with children and their families.
- Professional demeanor in behavior and dress.
- Successful completion of a pre-employment drug test.
- Current physical examination (within 30 days of hire) by a physician and as required, thereafter.

- Fingerprints and background inquiry with Colorado Department of Human Services for clearance to work with children.
- Position requires physical mobility, with or without reasonable accommodation to perform the essential functions of the job.
- Job requires the ability to lift items weighing up to 50 lbs. and the ability to hear conversational voice with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, and to be conversant in the theory, principles, and methods of effective and persuasive speaking using correct English.
- Job requires the ability to exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force of up to 10 lbs. constantly to move or manipulate objects.
- Position requires physical mobility, with or without reasonable accommodation to perform the essential functions of the job.
- Use of the English Language to write simple, compound and complex sentences, using print and cursive style. Writes reports, essays, prepares business letters, reports, summaries, manuals, instructions, procedures, etc. using prescribed format and conforming to all rules of punctuation, grammar, spelling, and style.
- Speaks clearly and distinctly with poise, appropriate pauses and emphasis, voice control, and confidence, using correct English. Conversant in the theory, principles, and methods of effective and persuasive speaking using correct English.

## **RESPONSIBILITIES:**

- In charge of answering the phone and front door promptly and courteously.
- Greets visitors, ascertains the nature of the visit, and has them sign in.
- Performs general office duties such as typing, copying, and filing as required.
- Enters Batch Attendance in Connect for all EHS/HS classrooms
- Creates and maintains classroom, office and medical files.
- Finance duties to include checking the CHATS tapes daily, making corrections in ProCare attendance, acquiring parent signatures, and forwarding appropriate forms to the Finance office.
- Compares daily attendance with meal counts and making corrections in ProCare.

- Support for family partnership programs to include family nights, parent center meetings, parent communications, special events, and compilation and typing of monthly newsletters.
- Compiles monthly reports.
- Maintains an orderly and clean office environment.
- Complies with applicable universal precautions and infection control guidelines and procedures.
- Performs other duties as requested.

**I have read this job description. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

**I have thoroughly discussed the job descriptions and expectations of this position with the employee whose signature appears above.**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**2/1/2012**