

Christian Family Chapel

Staff Job Description

Job Title: **ADMINISTRATIVE ASSISTANT FOR PRECIOUS PROMISES PRESCHOOL**

Job Group/Class: Support/ Part-time (25 hours per week)

Reports to: Precious Promises Preschool Director

PRINCIPLE FUNCTIONS (S)

To assist the preschool director by organizing and maintaining student/teacher resources and files, and conducting other clerical duties as deemed necessary by the director.

QUALIFICATIONS

1. Must have received Jesus Christ as her personal savior and have demonstrated a practical submission to His Lordship in his/her life.
2. Must be (or become) a member of Christian Family Chapel in good standing and agree with and support the CFC Statement of Doctrine without reservation.
3. Must have a high school diploma or equivalent, minimum of 5 years practical experience in preschool education or in the secretarial field.
4. Must be a self-starter and able to adequately demonstrate the skills necessary to organize an office and work well with other staff members.

RESPONSIBILITIES

1. Organize and maintain preschool files on an ongoing basis. This would include students entering the program as well as those that may withdraw.
2. Organize and maintain teacher resources for staff members to use.

3. Maintain basic supplies
4. Run copies for teachers
5. Help set up and take down for special events. This would include Meet-Your-Teacher Day, Thanksgiving Chapel, End of the Year Program, etc.
6. Assist in the drop off and pick up of children
7. Perform other duties as assigned by the preschool director.

ACCOUNTABILITY

Her performance will be formally evaluated at least annually by the Director of Precious Promises Preschool.