



**JOB DESCRIPTION**

**Position:** Preschool Enrollment Coordinator

**Reports to:** Preschool Director

**Position Status:** Regular, Full-Time, Exempt

**Department:** Rock Academy Preschool

**Effective:** May 2012

**Replaces:** All Previous

**Position Number:** RA-07-12

**Posting Date:** June 11, 2012

**1<sup>st</sup> Closing Date:** June 18, 2012

**Position Summary:**

The Rock Academy Preschool Enrollment Coordinator will be responsible for assisting with the student enrollment and registration process for all families of the Rock Academy Preschool, compliance with regulations, and for communication with the Preschool families. In the absence of the Preschool Director, the Preschool Enrollment Coordinator has the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. Incumbent will report directly to the Preschool Director.

**Job Responsibilities and Duties:**

1. Facilitates and completes the enrollment and registration process for each new student and family.
2. Assists the Director and staff in the planning of school related events.
3. Creates and maintains the Preschool sign-in and out sheets on a monthly basis.
4. Disperses Preschool monthly newsletter each month.
5. Orientates substitute teachers by providing the necessary information to the substitute, HR, and licensing.
6. Works closely with Academy Accountant to set up tuition account charges, as well as other preschool income charges, in Renweb payment program.
7. Ensures that all school notices, containing pertinent information for Preschool Families, are posted and visible on a monthly basis, as well as communicating the information via email.
8. In the absence of the Preschool Director, the Assistant Director is accountable for the general supervision of the Preschool and for the establishment of policies concerning its operation.
9. Knowledge of the requirements for providing the type of care and supervision children need, and the ability to communicate with such children as well as his/her parents.
10. Knowledge of and ability to comply with applicable laws and regulations regarding a Preschool Center.
11. Develops and maintains positive relationships with the preschool staff and is available to assist in conflict resolution using biblical principles.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Preschool Director.

**Job Skills and Requirements:**

1. Bachelor's Degree in Child Development preferred but not required.
2. A minimum of one-year experience as a Preschool Director preferred but not required.
3. Must have current Pediatric CPR and First Aid Certification.

4. General knowledge of federal, state and local laws regarding employment practices.
5. Must have completed 15 hours of health and safety training pursuant to Health and Safety Code Section 1596.866\*.
6. Must have 3 units in each of the following Child Development courses: Child Development Administration, Infant/Toddler, Family Child & Community, Principals of Child Development; Child Development-Supervision.
7. Ability to recognize and maintain confidentiality as appropriate.
8. Good verbal and written communication skills. Legible writing skills.
9. Good organizational skills.
10. Self-motivated and flexible.
11. Ability to work well under pressure and in a fast paced working environment with minimal supervision.
12. Ability to think promptly and professionally.
13. Experience in conflict resolution.
14. Hands-on PC compatible computer knowledge, understanding and skill.
15. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Basic typing (45 wpm).

*\*A child care center director shall complete 15 hours of health and safety training if necessary pursuant to Health and Safety Code Section 1596.866.*

#### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. Must possess a Servant's Heart.
3. For all grievances, follow Matthew 18 and Ephesians 4:15.
4. Successful completion of a LiveScan and references.
5. Pleasant and professional personality and appearance.
6. Attendance at all mandatory meetings (and events, as needed).
7. Read, acknowledge and sign a receipt that you have knowledge of and understand what is expected of you in regard to your responsibilities, duties, and qualifications as an employee of the Rock Academy as stated in the job description and staff handbook.

#### **Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking.

#### **Employment At-Will:**

All employees of the Rock Academy are at-will, as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.