



The school Office Administrator is a critical part of the school, and will help to handle numerous administrative tasks on a daily basis.

Job Responsibilities:

- Ensure accurate information is entered into the center’s client management and billing system
- Process enrollment paperwork and help to maintain accurate and organized student records.
- Answer center phones, schedule school tours, and answer routine questions from current and prospective families.
- As needed, welcome students and parents as they enter the facility.
- Conduct facility tours with prospective families
- Provide support in the classroom as needed to maintain ratios according to state licensing standards
- Fulfill general office duties as assigned by the director, including but not limited to stocking and organizing supplies, communicating with staff, printing or making copies, etc.
- Help to ensure that child and staff files are well organized and compliant with all licensing requirements.
- Help to occasionally process billing for families
- Collect payments and late payments where necessary
- Support the Center Director and Associate Director with school supplies and food orders

Requirements

- 1-3 years clerical experience; childcare facility experience preferred.
- High school diploma/GED
- CDA/TCC, or Associate’s Degree in ECE preferred

- Must be able to support in the classroom as needed
- Must be able to complete successful state background check