



## OFFICE ASSISTANT

### **Summary:**

Trinity Preschool seeks an office assistant to assist in the organizational and administrative tasks to support the operation of Trinity's Preschool. Trinity Preschool is a neighborhood preschool for children 2 through PreK committed to learning and growing through play.

### **Job Information:**

Classification: Hourly; Part-Time (15-20 hours/week)

Supervisor: Preschool Director

Work Schedule: Weekly schedule worked out with Preschool Director

Benefits: See Employee Handbook

All prospective staff will have a background check completed before being hired as prescribed by the Child Protection Policy of Trinity United Methodist Church, VDOE and Trinity Preschool.

### **Job Qualifications:**

Candidates should have excellent oral and written communication, working knowledge Excel, Word, Publisher, PowerPoint. Experience in a preschool or childcare setting preferred.

### **Duties and Responsibilities:**

1. Organize and maintain student files and forms for the 2023-2024 school year.
2. Provide all relevant student information to the classrooms, child documentation and emergency forms, individualized class forms, and so forth.
3. Maintain all children's health records, allergy lists and medication authorization forms.
4. Assist in developing and maintaining the school calendar.
5. Assist in the re-enrollment of current students for the succeeding year.
6. Assist in enrollment of new families - collecting forms and payments as needed.
7. Assist in organizational tasks, including supporting the teachers.
8. Assist in enrollment of students for enrichments and sign-ups for extended care programs.
9. Updating school safety plans, disaster preparation, fire drills, and student and staff safety.
10. Update marketing materials as needed.
11. Help maintain supply inventories.
12. Answer phones and email inquiries about the preschool.
13. Update and maintain student rosters and family information in Brightwheel app.
14. Oversee extended care sign ups and billing.

Interested applicants should send a cover letter and resume to [preschool@trinityalexandria.org](mailto:preschool@trinityalexandria.org).