

ACESC Job Description 2022 *Preschool Programs Administrative Assistant*

Qualifications:	<p>Proficient at word processing, database, spreadsheet and publishing software</p> <p>Knowledgeable of office procedures</p> <p>Ability in problem solving with managerial and decision-making skills</p> <p>Office Experience – minimum of three years of current (within the last 5 years), successful experience helpful, but not mandatory</p> <p>Willingness to work as a part of a team including all staff members</p>
Reporting To:	<p>Director of Preschool Program</p>
Job Goals:	<p>To provide the necessary high quality professional support and services to the Allen County Educational Service Center and its member schools.</p>
Performance Responsibilities:	<ol style="list-style-type: none">1. Serve as the receptionist for the Preschool programs; answer telephone, and relay messages to staff in all the departments;2. Prepare and process reports, correspondences, and forms for the above areas;3. Maintain files for the Preschool program (attendance, EMIS, DASL, IEPs etc.)4. Be knowledgeable of all of the above programs, policies, and procedures;5. Maintain an updated material and supply inventory for the above departments, sign the materials and supplies out to staff and notify the appropriate Director of the need to reorder;6. Collect monies and coordinate financial information (lunch money, field trips, community projects, P.O.s., requisitions, etc.);7. As needed, assist with the de-escalation and physical management of students;8. Establish and document meetings;9. Organize tasks into logical and purposeful sequence;10. Work self-directed as well as cooperatively and harmoniously with colleagues and handle information professionally and confidentially;11. Helps other administrative campus personnel when appropriate;12. Other duties as directed by the Director of Preschools, and/or Superintendent.
Physical/Mental/ Work Hazards	<p>Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.</p>
Travel Requirements	<p>Travels to school building, city/state agencies and professional meetings as required.</p>
Evaluation:	<p>Performance of this job will be evaluated by the Superintendent or his/her designee in accordance with provisions of the Allen County Educational Service Center Governing Board policy on evaluation of classified staff.</p>

February 2022