

CHILDREN'S SERVICES DIVISION
THE ARC CADDO-BOSSIER
JOB DESCRIPTION

Administrative Assistant
Goldman School at The Highland Center

PREREQUISITE SKILLS:

1. Must be 18 years of age or older.
2. Documentation of satisfactory criminal record check per LA. R.S. 15:5871.
3. Documentation of three (3) references prior to employment and known in the community to be of good reputation.
4. Must have a high school diploma or GED.
5. To be able to type and be computer literate (to the extent required) or willing to pursue additional training as the need arises.
6. One year of experience working as an Administrative Assistant or a Receptionist.
7. Have experience in Microsoft Office using Word and Excel programs, able to create and maintain spreadsheets in Excel.

FUNCTION: To cordially greet and direct visitors, arriving children, parents, therapists, and others and answer the telephone while performing routine tasks or special requests from the Director of Children's Services and Assistant Director of Children's Services.

To act as "hostess" for the Division in accommodating other professionals in their interagency work with Children's Services.

REQUIREMENTS:

1. To satisfy all pertinent staff requirements as specified by licensing and funding agencies, and The Arc's Core, Policy & Procedure, and Children's Services Manuals.
2. To perform specific duties listed in addition to any related tasks as required by the Director of Children's Services and the Assistant Director of Children's Services.
3. To demonstrate an attitude of cooperation with and respect for all guests, children, parents, families, and co-workers while fulfilling your daily responsibilities.
4. To respect all children in the program and their family right of confidentiality.

SPECIFIC DUTIES

1. To answer the telephone and connect the caller with the desired or appropriate party. To take messages as necessary and be responsible for passing them on to the intended person in a timely fashion.

2. To make sure there is a working telephone with emergency numbers for police, fire, and medical facility posted at all times.
3. To cordially greet visitors, determine the nature of their visit, and seat them comfortably until they can be helped by the appropriate person.
4. To greet parents and children, and assist as needed.
5. To maintain, update with changes from the Directors and distribute class lists when deemed necessary.
6. To make available new Registration Packets for families and make sure all documentation needed on each child is received and put in each child's notebook.
7. To create and maintain children's record books in an organized fashion; filing new information as it arrives.
8. To create blue portfolios when new children start and give them to appropriate teacher/classroom.
9. To maintain an accurate daily log of visitors in the building and forward reports to agencies per request.
10. To enter and maintain children records in ProCare; input new information as received.
11. To collect tuition, write receipts and prepare deposit for the business office.
12. Work with the families and directors to make sure tuition is current.
13. Inform the business office when there is a change in tuition, such as a child leaving school, a new child entering the school, etc.
14. To maintain accurate attendance records on children both on lunch reports and in ProCare
15. Maintain annual CCAP enrollment roster.
16. Work with the kitchen staff to produce the Food Program Claim.
17. To conduct fire drills every 30 days and at various times of that day. Maintain fire drill records by documenting date, time, number of minutes involved, and signature of staff who participated.
18. Maintain the United Way Records by keeping a perpetual record of children entering and exiting the Goldman School.
19. To be helpful and supportive of the teaching staff.
20. Make a list of office supplies and classroom supplies that need to be ordered.

SUPERVISORY RESPONSIBILITIES: None

CALENDAR FOLLOWED: 242 days/8 hrs. day 8:30 a.m.-5:30 p.m. (1 hr off for lunch)

RESPONSIBLE TO: Director of Goldman School
Director of Children’s Services

Employee

Date

Director of Children’s Services

Date

Asst. Director of Children’s Services

Date