

Office Administrator

- Administrative
 - Maintain compliance for children's records (including files, immunization records, door codes, attendance, etc.)
 - Maintain compliance for staff records (including files, forms, door codes, etc.)
 - Maintain contact information and emergency information for staff and children
 - Maintain Allergy Posters, External Preparations Exceptions posters, No Photo Consent, etc. for all communities
 - Assist with Arrival, half-day dismissal, and Afternoon Car Line (as hours permit)
 - General administrative tasks (filing, organization, light cleaning)
 - Maintain confidentiality as required (e.g. keeping staff members', families' and children's private information confidential)
 - Create and maintain online forms (Google Forms and Transparent Classroom)
 - Audit files quarterly to insure compliance
 - Review/proofread/edit communications, as needed
- Facilities
 - Maintain inventory and place orders as needed for consumable items
 - Dispense medications and record dispensation, as needed
 - *Schedule repairs and maintenance, as requested by Head of School*
 - *Assist in planning, implementing, and recording emergency drills*
 - *Maintain all requirements of codes and licensing rules*
 - Monthly inspections of fire extinguishers
 - Inspect playgrounds and backyards monthly to maintain compliance
- Staffing-related
 - Track hourly staff missed hours
 - Step in to assist in the event coverage is needed while we find a sub
 - Complete onboarding process with new hires
 - Prepare new hire (and updated info) files for Payroll Team
 - *Plan and coordinate with staff for campus events*
- Communications
 - OA is the first point of contact for daily operational parent questions (via email and phone) for changes in pickup, calls to parents for early pickup, etc.
 - Responding to phone and email correspondence
 - Maintain records of communication with prospective families
 - *Maintain contact lists (email list, Google Chat, Remind, etc.)*
 - *Communicate reminders about upcoming events (Remind, TC, Email, MM)*
 - *Communicate to communities about extended staff absences, new staff, and pertinent contagious illness information, as needed*
- Collaborative
 - Check payment box weekly and create deposits
 - Ensure menu is submitted and distributed prior to first of each month
 - Ensure website is kept up-to-date
 - Keep Chef informed of allergies

Italics indicate shared tasks that are not the sole responsibility of the OA.