



Part Time Preschool Administrative Assistant

Position Title: Part-Time Preschool Administrative Assistant

Reports To: Preschool Director

Hours: 10-15 hours per week (opportunity for additional hours to sub in preschool classroom and/or extended day for aides during the school year), hours may be flexible

Salary Range: \$12 - \$13/hour

Position Summary:

St. Aloysius Catholic Preschool is seeking a reliable, organized and detail-oriented part time administrative assistant to support the Preschool Director. This position assists with administrative tasks, classroom preparation, organization of materials and helping to maintain preschool records to help ensure the smooth daily operation of the preschool program.

Essential Responsibilities:

- Prepare and maintain the monthly extended day schedule
- Input extended day attendance and time-tracking information into Google Sheets accurately and in a timely manner
- Prepare classroom materials, newsletters, forms and other documents
- Organize and maintain preschool paperwork and files
- Demonstrate professionalism by maintaining the confidentiality of all children, families and staff and respecting privacy in all areas of the preschool setting.
- Assist the Preschool Director with administrative projects and other duties as assigned.

Classroom and Program Support:

- Prepare lesson materials by: making copies, cutting, gathering, organizing and preparing supplies needed for lessons and special projects
- Assist with classroom unit changes including organizing, rotating and storing materials.
- Help set up and put away seasonal and thematic classroom items
- Maintain organization of storage areas and educational materials
- Other duties as assigned by the Preschool Director

Qualifications:

- High school diploma or equivalent required
- Must pass FBI/BCI background check.
- Strong organizational and time management skills
- Ability to work independently and follow directions
- Proficiency with Google Drive and Apps and basic computer applications preferred
- Strong attention to detail and accuracy
- Ability to maintain confidentiality and professionalism
- Ability to lift, carry and move equipment, materials and tubs (~30-50 lbs.)