

**Wee Care Preschool and Child Care
Office Support Staff**



Wee Care Preschool and Child Care Program Philosophy:

Preschool: Wee Care Preschool is a safe, nurturing, and loving environment for children, with access to fully qualified early childhood educators that implement an emergent developmentally appropriate curriculum fostering a joy of childhood, within a biblical framework that believes all children:

- Are made in the image of God. Genesis 1:26
- Are fearfully and wonderfully made. Psalms 139:14
- Are sinners in need of a Savior. Romans 3:23
- Have lives marked with a purpose. Jeremiah 29:11
- Are valued by God. Matt. 19:14

School Age: Wee Care School Age Care values the time of the students in our care by providing homework support that allows families to have quality time in the late evenings, provide stimulating and fun activities that foster community and a high Christian Character, as well as participate in WVCA after school activities/sports to be active participants in school pride connections.

Position Summary:

The Office Support staff employee serves in support of the Director for the daily operations of Wee Care Preschool and Child Care with emphasis on admissions, records, billing, data base management, parent communication and customer service, as well as support in compliance with Community Care Licensing.

Qualifications:

- Christian according to John 3:16; with regular church attendance.
- Proficiency on Outlook, Excel, and Word.
- Meets the health and safety regulations set by CCL that include:
 - Proof of absence of tuberculosis (TB), MMR, Pertussis, and Annual Flu Vaccinations
 - Ability to bend, lift, and carry objects up to 25 pounds and children up to 50 pounds.
 - Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.
 - Prior to employment, must have a current criminal record clearance with current child abuse index check on file with Community Care Licensing.

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Preferred Knowledge and Skills:

- Knowledge of office functions, with office experience.
- Knowledge of Community Care Licensing.
- Early Childhood Education Units

General Responsibilities:

- Works in support of Wee Care Preschool and Child Care general office operations under the direct supervision of the Director to maintain compliance with Community Care Licensing, and upholding quality assurance measures.
- The Office Support staff responsibilities include, but are not limited to assisting and taking on delegated tasks in the following areas of program operations:
 - Answering calls, taking messages and handling correspondence.
 - Maintaining Outlook Calendars and arranging appointments.
 - Admissions and Records.
 - Typing, preparing and collating reports.
 - Filing.
 - Managing databases.
 - Prioritizing workloads.
 - Implementing new procedures and administrative systems.
 - Liaising with relevant organizations and clients: WVCA, TCC, etc.
 - Logging or processing bills or expenses.
 - Acting as a receptionist and/or meeting, providing tours, and greeting clients.
- Assist and accept responsibilities in other daily center duties that might be temporary in the event other personnel are not available.
- Maintain a Biblical Worldview in the implementation of care and learning.
- General work habits to include:
 - Punctuality and strong attendance record.
 - Demonstrate teamwork and act as a model to team members.
 - Is collaborative with attention to the positive in being solution orientated.
 - Take direction with a positive attitude and communicates concerns in a timely fashion.
- Perform other duties as assigned by the Director to successfully meet job expectations.