

## **Office Manager**

The Garrett Park Nursery School (GPNS) has an immediate opening for a part-time Office Manager to serve as Licensing Administrator and school Treasurer. We are looking for a warm, energetic, and fun-loving administrator to join our team!

GPNS is a state approved, parent co-operative preschool with 60+ years of experience in community-engaged educational practices. Located in the heart of Garrett Park, MD, and offering high quality, play-based education for two-, three-, and four-year-old's, as well as an extended day program. Programs are focused on the total development of each child through attention to their emotional, social, cognitive, physical, and creative needs.

### **JOB DESCRIPTION:**

As Licensing Administrator, the Office Manager will have the following responsibilities:

#### Records Management

- Collect, maintain, and provide the OCC all child- and parent-volunteer records as required by the Office of Child Care, COMAR 13A.16.16
- Create, maintain, and provide the OCC teacher records as required by COMAR 13A.16.16. Provide Staffing pattern document to OCC each new school year.
- Within 5 working days of adding or deleting a teacher, substitute, or parent volunteer, fill out and submit OCC 1203: Child Care Facility Personnel List/Staff Change form. Ensure all supporting documents are included.
- Meet with Office of Child Care representative for annual inspections.

#### Liaison

- Serve as a liaison among GPNS, the Office of Child Care, Garrett Park Elementary School, and other entities with whom it is necessary for GPNS to interact.
- In coordination with the GPNS Educational Director: help ensure the School's compliance with all rules and regulations, and maintain the School's OCC "Approval"; review and address promptly recommendations and issues raised by the OCC.

#### Fire Equipment/Systems Requirements

- Schedule fire equipment and fire-system inspections with Guardian and maintain inspection documents.
- Schedule required inspections with the Montgomery County Fire Marshal. Meet with the Fire Marshal for required inspections with documentation. Pull and post Fire Marshal permits.
- Ensure monthly fire drills for each class are conducted and recorded in a manner required by the OCC.

#### Emergency Preparedness

- Maintain and update annually the GPNS Emergency Preparedness Plan (EPP) in the GPNS Manual. Post updated Plan on the bulletin board in the main hallway at the start of each new school year. Signature and update date required.
- Contact GPES [Vice Principal] each August to be sure our agreement with them is intact and that we have updated contact information.
- 1st Aid Kit: Before the beginning of each new school year, go through the 1st Aid box to make sure each item on the check list is present. Check periodically to be sure all items are on hand.

- Ensure emergency food and water is purchased and maintained.

#### Attendance Sheets

- Create, print out, and provide teachers with weekly attendance sheets.
- Collect attendance sheets from teachers and file at the end of each week.
- At the end of each month, tally and record each child's attendance. At the end of the school year, total attendance for each child and record on "Child Records" in each child's file.

#### Insurance Documents

- Provide proof of worker's compensation insurance to OCC each new school year. Fill our OCC form OCC 1201: Worker's Compensation Insurance Information
- Get declaration page of Hartford Insurance to keep on file.

#### Coordinate Opening Clean up

- Opening clean up is a mandatory volunteer effort with membership to get the school ready for Fall opening. It usually occurs the last Saturday in August.
- Print out and post cleanup documents for each room. Assign duties as membership arrives. Manage and direct duties until the job is done.

As Treasurer, the Office Manager shall have supervision and control of the financial affairs of the organization; shall hold and dispose of all funds of the organization, subject to the direction of the Executive Board; shall manage the collection of dues, fees, gifts and the disbursement of funds and expenses; shall keep books of account and such books as the Executive Board shall direct; shall prepare or be responsible for an annual financial statement for the Fiscal Year; shall make current reports at each business meeting during the year; shall present at the March meeting a tentative budget for the next year; and shall prepare a final budget to be voted upon at the December meeting. The Treasurer shall have authority to sign checks and to deposit and withdraw

#### **QUALIFICATIONS:**

- BA or BS in related field required.
- XX years of accounting experience required.
- Experience as Licensing Administrator in accredited school required.
- Experience in Early Childhood Education preferred.

#### **BENEFITS:**

- Competitive salary.
- Paid time off including holidays.

Please submit resume and cover letter to Aline Posbic at [hiring@garretparknursery.org](mailto:hiring@garretparknursery.org)

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.