Joyful Mission Preschool

Job Description

Job Title: Preschool Administrative Assistant

Reports To: Preschool Director

FLSA: Hourly, Non-exempt

Summary: Responsible for knowing and being able to facilitate in the implementation of rules and regulations set forth by licensing, helps in the managing of daily operations of Joyful Mission Preschool through training from the Director to step into the Assistant Director or Director position if needed.

Duties and Responsibilities:

1. Supervises and provides oversight for all volunteers

2. Maintains compliance with Department of Human Services and Department of Education for the state of Colorado.


4. Implements written policies and procedures approved by Joy Lutheran Church Council

5. Responsible for and maintains inventory of equipment and supplies

6. Records all child file information in ProCare

7. Assists in the registration process

8. Prepares parent newsletter

9. Maintains Joyful Mission Preschool’s website

10. Assists staff and volunteer with all special events

11. Conducts fundraising within the preschool in conjunction with PAC

12. Oversees the maintenance and safety of the facility, playground, and equipment in coordination with JLC Building and grounds

13. Schedules and coordinates the use of shared spaces and equipment with church staff

14. Maintains public relations with community to enhance preschool image
15. Prepares and coordinates annual registration

16. Works with classroom teacher on any special need of individual children, developing an assessment and action plan

17. Follows state laws regarding reporting child abuse

18. Available during drop – off and pick up times to meet families and provide security (when scheduled)

19. Ensure that all fees are collected in a timely manner

20. Coordinates chapel services

21. Preparation of Tri-County Health Association inspection

22. Conducts regular emergency drills as specified by the fire department and state licensing

23. Supports the mission and vision of Joy Lutheran Church, Rocky Mountain Synod (RMS) and the Evangelical Lutheran Church in America (ELCA)

24. Performs other duties as required by management.