**Department: Day School**

**Supervisor: Liliana Rogers**

**FLSA Status: Non-Exempt; Part Time Hourly**

**Position Summary:**

The Office Assistant will assist the Day School in the daily operation in accordance with school policies, procedures, and state licensing standards. Our preschool program starts at age 2.  We have a total of 7 VPK classrooms and an additional 6 classrooms for 2-year-old and 3-year-old children, plus an Elementary After School program.

Bay Hope Day School is an outreach ministry of Bay Hope Church.  We have served our community since August 1988.  We are one of the largest private faith-based preschools in Hillsborough County and the state of Florida serving approximately 300 children each year.  We have been awarded a Gold Seal of Excellence by the National Accreditation Commission (NAC).

**Essential Duties and Responsibilities:**

* A love for children and a desire to make a difference every day.
* Perform all day-to-day operations of the office.
* Excellent data entry and organizational skills.
* File and/or prepare paperwork.
* Maintain the confidentiality of sensitive information related to the school, staff, student, and parents.
* Assist in the classroom as needed.
* Assist in the planning and coordination of field trips, special events, chapel, graduation, and other events as needed.
* Assist as needed during tours, registration, open houses, and other school events.
* Assist and accept responsibility in other daily duties that might be temporary in the event other personnel are not available.
* Establish positive, respectful, and professional relationships with coworkers, children, and their families.

**Typical Workweek Schedule**

Monday 12:30-6

Tuesday 12:30-6

Wednesday 12:30-6

Thursday 12:30-6

Friday 12:30-6

**Qualifications:**

* Prior administrative experience in education or child care is a plus, but not required.
* Computer knowledge (Word, Excel)

**Core Competencies:**

To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**General:**

Adaptability – Adapts to changes in the work environment.

Attendance / Punctuality – Is consistently at work and on time; arrives to meetings on time.

Cooperation – Establishes and maintains effective relations.

Dependability – Follows instructions, responds to management direction; completes tasks on time.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others.

Job Knowledge – Competent in required job skills and knowledge; requires minimal supervision.

Personal Appearance – Dresses appropriately for position; keeps self well groomed.

Quality of Work – Demonstrates accuracy and thoroughness.

Safety and Security – Observes safety and security procedures.