Administrative Assistant Fayette Progressive Preschool

The Fayette County Board of Developmental Disabilities is seeking a Preschool Administrative Assistant for their preschool program at the Fayette Progressive Preschool for the 2023-2024 school year. Scheduled hours are M-Friday. 8:30 AM – 3:30 PM starting August 1, 2023 (approximately two weeks prior to student’s first day), during the school year (approximately August-May), and one week after the last day of school. Hours over the summer break are reduced to approximately 2 hours per week per program needs.

The Preschool Administrative Assistant function as the office manager for the preschool and assists the Early Childhood Center by providing preliminary contact with the public. Duties include screening calls/ visitors per building procedures, handling supply orders/maintenance requests, school record keeping, required reporting to ODE, collecting student applications, organizing files, operating office equipment (computer, fax, copier), managing tuition billing, teacher, and aide licensure renewals, and planning special events (play dates, picnics, and graduation). A background in medical or ODE coding, invoicing/billing, and customer service skills is a plus. Advanced skills with MS Excel and Office applications, data entry skills are preferred. Serves as back up teacher/aide in the classroom as needed.

Qualified Preschool Administrative Assistants will have 1-2 years’ experience working in an administrative capacity, preferably at a preschool. A bachelor’s degree is preferred for this position.

Individual must be able to pass BCI and FBI criminal background checks as required by the Ohio Revised Code; pass a preemployment drug screen, physical and TB test, and have a valid Ohio driver’s license with a clean driving record and a satisfactory MVR CORSA score. FCBDD is an equal opportunity employer. The ability to obtain/maintain an ODE General Substitute license is required. Please apply for the position by submitting your resume, cover letter including salary requirements to: <https://smrtr.io/dXghF>

No telephone calls please. All your information will be kept confidential according to Equal Employment Opportunity Commission guidelines.