



Part-Time Preschool Office Support

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing exceptional customer service to students, staff members, parents, and volunteers. To create an environment that is helpful and welcoming; to establish good relationships with parents and other staff members.

Qualifications: High School Graduate

Prior school environment experience preferred

Prior customer service experience

Proficient in Microsoft Office/ Google Suite

Genuine love for and desire to work with parents and their children

People-oriented, team player

Basic phone skills

Ability to multitask with frequent interruptions

Ability to communicate well both orally and through note-taking

Ability to maintain a good working relationship with others

Ability to stay positive when faced with difficult situations

Agrees and signs TBC Statement of faith

Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.

Supervisor: Preschool Director

Personal Conduct:

- Maintains a close personal walk with the Lord, evidenced by his/her example and spiritual leadership among peers and with students, serving as a Christian role model.
- Conduct self in a professional manner at all times. Conduct self in word, deed, and attitude that are consistent with the current mission, philosophy, and goals of the school.
- Attend staff meetings, training, and special events sponsored as directed by the preschool director.
- All information regarding staff, parents, and students is kept confidential. All discussions staff may be privy to in the office are kept confidential. At no time can there be any discussion of information with staff and parents.
- All information regarding staff, children, and their families shall be kept strictly confidential.
- Maintains a professional image, a neat and well-groomed appearance; wears a staff school badge.
- Report absences due to illness or emergencies to the preschool director.
- Schedule vacation days in advance to ensure adequate backup is available.
- Follow all policies and procedures of Triad Baptist Christian Academy
- Serve in the ministry as a team player, striving for unity in spirit and action
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming, regardless of differences of opinion.
- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, not participating in gossip or public criticism of people, programs, or policies.

- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and the community at large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Take problems to the appropriate administrator as necessary.

Professional Development:

- Community CPR/First Aid certification
- Fire Safety Training
- Intruder Training

Essential Job Functions

- Monitoring the front door.
- Monitoring video camera.
- Answering the phone and taking messages.
- Directing parents to the proper point of contact.
- Providing lunch breaks for staff from 12 pm to 2 pm.
- Conducting office closing procedures each evening and ensuring that all students and staff have left the building.

Physical Demands:

- Able to interact (stoop, bend, crouch, lift, hold) on the child's level
- Able to lift from the ground to the counter level 30 lbs.
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children
- Able to physically and mentally react immediately to unexpected circumstances
- Able to stand on feet for long periods of time, as much as 95% of the shift

Signature

Date