



# SCH

SPRINGSIDE CHESTNUT HILL ACADEMY

Position Title:	ECC Administrative Coordinator
Position Status:	Full-time
FSLA Classification:	Exempt
Reports to:	ECC Director

### **Position Purpose:**

The Administrative Coordinator will assist the Director with the general management of the center. The individual will assist with administering the program objectives and activities ensuring high quality standards are met within a safe and healthy environment. The Administrative Coordinator will assist the ECC director in implementing school policies in all areas including finances, personnel, and maintenance.

### **Essential Functions:**

- Assists the ECC Director in managing the Center's staff to ensure they are accurately performing assigned duties and responsibilities.
- Assists the ECC Director in hiring new staff and providing training.
- Collaborates with the ECC Director to plan, direct, and coordinate programs and projects.
- Develops and maintains positive relationships with all constituencies, including parents, employees, community members, and visitors.
- Collaborates with other divisions and departments to carry out the School's goals and objectives, this may include the Business Office, the Admissions Office, and the Communications Office.
- Maintains a visible presence throughout the facility.
- Maintains files for students and employees including ensuring that all health forms, consent forms, clearances, and certifications are current at all times for students and employees.
- Follows-up with employees when clearances and certifications need renewal.
- Serves as the point person for all ECC data-related and billing tasks including managing online enrollment and billing systems.
- Partners with Human Resources to ensure 100% compliance with regards to the administrative onboarding of ECC employees.
- Approves timesheets and submits any additional payroll information to HR on a timely basis.
- Ensures that buildings, grounds, equipment, and supplies are maintained and serviced.
- Ensures substitute teachers and teacher assistants are in place when needed.
- Provides high-level administrative support and assistance to the ECC Director.
- May need to take on some of the duties of the Director during the Director's absence.
- Other duties as assigned by the ECC Director.

### **Qualifications:**

- Background in the Reggio Philosophy preferred.
- Experience with online billing and enrollment systems required.
- Classroom teaching experience, preferably within early childhood including a solid understanding of child development.
- Experience evaluating lesson plans using PA Early Learning Standards.
- Strong observation and assessment skills.
- Effective communicator, both oral and written.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to provide a supportive and caring environment for a diverse group of children.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious and provides complete, timely follow-through on areas of responsibility.

**Compliance Requirements:**

- A current resume.
- Two written letters of reference that specifically recommend you for work in child care.
- Official college transcripts.
- Copy of diploma (highest earned).
- PA Child Abuse History Clearance through the Department of Human Services.
- FBI Fingerprinting Clearance through the Department of Human Services.
- Criminal Record check less than 60 months old under "Employment" Education.
- If you have resided outside of PA within the previous five years, you must obtain the following clearances from that state:
  - A state criminal history check
  - State sex offender registry check
  - State child abuse and neglect registry check
- National Sex Offender Registry (NSOR) verification.
- Certificate of Completion of Mandated Reporter Training.
- Childcare Employee Data Sheet.
- Child Care Employment Verification Form.
- Childcare Staff Health Assessment, including TB testing.
- Signed Disclosure Statement.
- Certificate of completion of Pediatric CPR and First Aid.

**Physical Requirements and Work Environment:**

- Be able to occasionally lift and/or carry up to 40 lbs
- Regularly use close and distance vision
- Frequently stand and talk or hear and sometimes walk and sit
- Turn, bend, reach, and occasionally climb
- Work in a traditional climate-controlled classroom environment with moderate noise level

**Application Procedures:**

Interested candidates, please email a cover letter, resume and contact information for three professional references to [careers@sch.org](mailto:careers@sch.org).

Springside Chestnut Hill Academy is an Equal Opportunity Employer.