



Early Education Administrative Assistant Job Description

Purpose of Position

The Early Education Administrative Assistant fulfills the mission of Des Moines Christian School by greeting families and visitors and providing consistent administrative support to the Early Education department. This position provides direct support to the Early Education Directors by handling various day-to-day administrative tasks and operational needs.

Position:

- Part-time; 20 hours per week
- Calendar Year
- Hourly, At-will employee

Reports To: Early Education Co-Director

Direct Reports: None

Qualifications:

- High School Diploma or equivalent.
- BA/BS in a related field and/or background in early education and customer service preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.
- Must be able to pass child abuse and background check.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Connects relationally with children and families in all interactions.
- Demonstrated ability to manage multiple projects and/or priorities with high attention to detail.
- Characterized by integrity and maintains confidentiality.
- Committed to excellent customer service.
- Demonstrated effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Utilizes critical thinking and strategic problem-solving skills.



Responsibilities:

Communication

- Greets all students, parents, staff, and guests, making them feel welcome and communicating in a positive, professional manner in all interactions.
- Monitors the security of the school.
- Answers the primary phone number for the department and connects callers to the correct person.
- Assists with parent communication as needed.

Administrative

- Orders supplies for office/department and snacks for classrooms.
- Check mailboxes and distribute mail/packages to the department.
- Collaborates with Administrative Assistant to maintain and distribute key fobs.
- Assists with the planning and executing of various employee and school events.
- Assists with processes submission of invoices and purchase orders.
- Assists in creating and maintaining various department reports, lists, and helps with certification tracking.
- Updates various procedural documents as needed.
- Maintains office cleanliness.

Scheduling

- Assists with meeting preparation, materials, and agenda as needed.
- Assists directors with weekly staff schedules as needed.
- Coordinates various student services such as picture day, hearing tests, vision screening, etc.

General Responsibilities:

- Serves as a back-up for various roles throughout the department, including but not limited to, classroom associate and lunch service.
- All other duties as assigned.

Revision Date: 05/2026