

# Preschool Assistant Administrator

Saint Anselm's Academy

Shoreham, NY

Other

Part-time

Onsite

\$17.00 - \$20.00 an hour

Posted on November 28, 2023

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## Organization Statement

Saint Anselm's Academy is a child centered program offering a nurturing environment and engaging learning experiences that are developmentally appropriate and differentiated to suit the needs of every individual child. At our school, exploration and discovery are used to learn, enabling children to develop confidence, creativity, and critical thinking skills. We utilize the Creative Curriculum framework which supports our belief that children learn best in a child-centered classroom with a focus on interest areas. Our program concentrates on developing the "whole child" through hands-on experiences.

## Job Description

We are looking for an assistant administrator who is able to work with, and assist in the supervision of staff in a supportive manner. The candidate will assist management in program planning, day-to-day logistics and complete daily, weekly and monthly administrative tasks. An applicant must be energetic, professional, punctual and a team player. They will split time between administrative duties and assisting teachers and children in the classrooms. The candidate will assist with a variety of administrative tasks and closing the Academy in the evenings. We are willing to train the right candidate.

## Responsibilities

- Work with and supervise staff
- Maintain accurate records including attendance and other documentation
- Be accountable for the operation of the school, ensuring that the school is operating in accordance with state licensing standards.

- Manage difficult or emotional situations, possess conflict resolution skills and respond promptly to needs
- Exercise independent judgment within established guidelines and prioritizing work.
- Respond effectively to emergency situations

## Qualifications

- Must be at least 21 years of age
- Must have the qualifications set forth by OCFS
- CDA, Associates or Bachelors in Early Childhood Or working towards a degree in Early Childhood education or related field in Early Childhood Education
- Knowledge of OCFS regulations and licensing
- Minimum (1) year experience in a supervisory role (preferred)
- Previous experience in a licensed daycare (preferred)
- CPR, First Aid and MAT certified (preferred)
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Please apply at : <https://www.stanselmsacademy.org/careers.html>