



small steps nurturing center

Program Specialist

Department: Program (Non-teaching)

FLSA Status: Non-Exempt

Amount of Travel Required: None

Work Schedule:

9:00 am – 5:30 pm (30 minutes for lunch) Monday through Friday

Job Status: Full Time

Reports To: Program Director

Positions Supervised: None

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Coordinates admissions and enrollment process, provides administrative support to the Program Director across both campuses, and maintains the school calendar and oversees communications in FACTS.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Admissions Coordination

- Disseminates pertinent information, advises and interacts with families regarding admission process
- Responds to admissions phones, emails, and communications
- Organizes student/family information and sends requests, updates, and messages to appropriate personnel (i.e., Program Director, Program Leadership Team) and follows up in a timely manner
- Reviews, maintains and processes student applications and enrollment documents
- Schedules and prepares for new student/parent meetings
- Coordinates classroom assignments and provides necessary materials to staff regarding student information
- Updates tracking status for each current and prospective student
- Provides reports to Program Director on status of applicant pool (number of applicants, declines, wait-list)

Administrative & Program Support

- Maintains, organizes and updates student files, including immunization records
- Assists with coordinating professional development training and materials required during in-service and ongoing monthly trainings
- Orders office and classroom supplies and monitors budgets for those items
- Closes the building each evening after the after school care program
- Assists Program Director with special projects, calendaring/scheduling appointments and proofing/translating outgoing communications
- Works with Program Director to ensure licensing and accreditation standards are met, specifically regarding staff files, permitting and inspections
- Manages and sorts in-kind donations
- Orders business cards and nametags for all new employees and for other staff members as needed
- Prepares and distributes Board packet for Board meetings

- Answers phones and greets and directs visitors when Jensen receptionist is away from her desk (daily at lunchtime and other times as needed)
- Assists with student dismissal
- Assists SET Team with therapy referrals and appointments, including scheduling and follow-up
- Assists Director of Student and Family Support with tracking parent education hours
- Serves as liaison to IT consultant; troubleshoots IT matters for school employees

Information Management

- Enters and maintains school calendar information in FACTS
- Coordinates communications in FACTS, including emails, texts, and letters sent to school parents

POSITION QUALIFICATIONS

Competency Statement(s)

- Highly Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Reliability - The trait of being dependable and trustworthy.
- Loyal - The trait of feeling a duty to the employer.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.

SKILLS & ABILITIES

Education:

Bachelor's Degree (four-year college or technical school) Preferred

Experience:

2-3 years of administrative experience

Computer Skills:

Proficiency with Microsoft Office

Experience with RenWeb/FACTS, or other student database preferred

Technical problem-solving skills

Other Requirements:

Courteous, professional manner to interact with Small Steps students, families, volunteers, staff members, and other visitors

Bilingual in English and Spanish Required

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O	Lift/Carry	
Walk	F	10 lbs or less	O
Sit	F	11-20 lbs	O
Reach Outward	O	Push/Pull	
Reach Above Shoulder	O	12 lbs or less	O
Speak	F	13-25 lbs	O

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.
I can perform the essential functions of this job with or without accommodation.

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Items modified

POSITION SUMMARY (previous version)

Maintain accurate and complete student records, assist with reporting, coordinate admissions and enrollment process, and provide high-level administrative support to the Program Director across both campuses.

Items removed

Information Management

- Maintains and troubleshoots FACTS data base
- Manages data entry of all student records and school information, including demographics, parent contact information, classroom assignments, test scores, consent tracking, school calendar, etc.
- Maintains, organizes, and updates parent tuition hours
- Coordinates with Program Director to ensure accuracy of information in system
- Organizes and prepares student/family reports requested by the Program Director
- Works with Director of Finance and Strategic Initiatives to run necessary reports for Outcome Measures study
- Serves as liaison to FACTS implementation/customization team, teachers and parents
- Develops, coordinates and conducts training for staff and parents