



Campus Support Specialist I – Fifth Ward

Department: Program (Non-teaching)

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Campus Director – Fifth Ward

Amount of Travel Required: None

Positions Supervised: None

Work Schedule:

7:30 am – 4:30 pm (1 hour for lunch) Monday through Friday

Hours may fluctuate based on the needs of the after-school program

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 Campus Director, maintains the school calendar; oversees communications in FACTS.

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

Admissions Coordination

- Reviews, maintains, and processes student applications and enrollment documents
- Coordinates classroom student assignments and provides necessary materials to staff regarding student information
- Updates tracking status for each current and prospective student
- Responds to admissions phone calls, emails, and communications
- Organizes student/family information and sends requests, updates, and messages to appropriate personnel (e.g., Campus Director, Director of Student & Family Support) and follows up in a timely manner
- Provides reports to Campus Director on status of applicant pool (number of applicants, declines, waiting list)

Administrative & Program Support

- Maintains, organizes, and updates student files for licensing, including immunization records
- Enters and maintains school calendar information in FACTS
- Coordinates communications in FACTS, including emails, texts, and letters sent to school parents
- Orders office and classroom supplies
- Assists Campus Director with special projects, scheduling appointments, and proofing/translating outgoing communications
- Works with Campus Director to ensure licensing and accreditation standards are met, specifically regarding student files, permitting and inspections
- Answers phones, greets and directs visitors when the Fifth Ward receptionist is away from their desk (daily at lunchtime and other times as needed)
- Assist with student arrival and dismissal
- Closes the building each evening after the after-school care program
- Performs other duties as assigned

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+ 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		
Reach Above Shoulder	O	Push/Pull	
Speak	F	12 lbs or less	O
		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.