

Office Assistant

Wesleyan Day School

First United Methodist Church – Dothan, Alabama

Part-Time (Monday–Friday, 7:30 a.m. – 1:00 p.m.)

Position Summary

The Office Assistant for Wesleyan Day School serves as the welcoming first point of contact for parents, students, visitors, and staff and provides administrative support to the Preschool Director. This position plays a vital role in supporting the preschool's daily operations by assisting with student records, attendance, communication, scheduling, and general office management.

The ideal candidate is organized, detail-oriented, professional, and passionate about serving children and families in a Christ-centered educational environment.

Essential Duties and Responsibilities

Administrative Support

- Provide administrative support to the Preschool Director and school staff.
- Answer phones, greet visitors, and respond to parent inquiries in a professional and friendly manner.
- Prepare and distribute school correspondence, newsletters, calendars, and classroom communications.
- Maintain student records, files, and documentation while ensuring confidentiality.
- Assist with enrollment, registration, and admissions processes.
- Maintain office filing systems and databases.

Parent and Student Support

- Serve as a welcoming resource for current and prospective families.
- Assist with scheduling school tours and enrollment appointments.
- Communicate with parents regarding attendance, school events, and important announcements.
- Support the coordination of parent meetings, orientation sessions, and special events.

Attendance and Recordkeeping

- Maintain daily student attendance records.
- Track immunization records, emergency contact information, and required student documentation.
- Assist with compliance and recordkeeping requirements related to preschool operations and licensing.

Financial and Enrollment Support

- Assist with tuition processing and payment tracking.
- Support annual registration and re-enrollment efforts.
- Maintain enrollment records and classroom rosters.
- Prepare enrollment packets and admissions materials.

School Operations Support

- Assist teachers and staff with clerical and administrative needs.
- Coordinate preparation of materials for staff meetings, training sessions, and special programs.
- Help organize school events, holiday programs, chapel services, graduation activities, and classroom celebrations.
- Maintain inventory of office and school supplies.

Reception and Office Management

- Maintain a professional, organized, and welcoming front office environment.
- Receive and distribute mail, deliveries, and messages.
- Monitor office equipment and arrange service or maintenance as needed.
- Assist with other duties as assigned by the Preschool Director and Church Administrator.

Qualifications

Required

- High school diploma or equivalent.
- Minimum of two years of administrative, office, customer service, or related experience.
- Strong organizational and multitasking abilities.
- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and professionalism.
- Ability to work collaboratively with children, parents, teachers, church staff, and volunteers.

Preferred

- Experience in a preschool, school, childcare, church, or nonprofit environment.
- Familiarity with Brightwheel or similar student management software.
- Associate degree or additional coursework in business, education, administration, or a related field.

Physical Requirements

- Ability to sit, stand, and walk throughout the workday.
- Ability to occasionally lift and carry up to 25 pounds.
- Ability to perform routine office tasks including filing, copying, and computer work.

Work Schedule

- **Monday through Friday**
- **7:30 a.m. – 1:00 p.m.**
- Follows the Wesleyan Day School academic calendar, some summer hours.
- Occasional attendance at school events, parent programs, open houses, or graduation activities may be required.

Mission Alignment

The Office Assistant must support the mission of First United Methodist Church and Wesleyan Day School by demonstrating professionalism, integrity, compassion, and a commitment to providing a safe, nurturing, and Christ-centered learning environment where children can grow spiritually, socially, emotionally, and academically.

Reports To: Preschool Director

FLSA Status: Non-Exempt (Hourly)

Employment Status: Part-Time (Approximately 27.5 Hours Weekly)

Desired Personal Characteristics

- Warm, welcoming, and service-oriented
- Strong attention to detail
- Dependable and punctual
- Positive attitude and professional demeanor
- Strong interpersonal and communication skills
- Ability to maintain confidentiality and exercise sound judgment
- Commitment to the mission and values of First United Methodist Church and Wesleyan Day School