



**Tomorrow begins today.**

## **Fuller Center Job Description**

**Title:** Academy Administrator  
**Department:** Fuller Academy  
**Hours:** Full Time/ Non Exempt  
**Reports to:** Academy Director

**Mission Statement:** Making a difference through education for economically challenged children and families to build a positive future in our community.

**Vision Statement:** Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

**Core Values:** Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust, Building Donor Relationships

### **General Description:**

Providing secretarial and administrative support to the Fuller Academy, by communicating information to students, parents, staff and/or other outside agencies. Ensuring compliance with financial, legal and administrative requirements while supporting the broad array of services provided to students, parents, employees and outside agencies.

### **Key Roles (Essential Responsibilities):**

- Assists Academy Director and all other personnel supporting them in the completion of their work activities.
- Collects and Records fees and/or other funds from parents and government agencies (e.g., tuition, trips, uniforms, student fee money, scholarships etc.) for the purpose of ensuring accuracy and timely completion of transactions.
- Records all requirement attendance/meal counts according to policy.
- Compiles data from a variety of sources (programs, systems, websites) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities for the purpose of ensuring availability of facilities and/or equipment.
- Evaluates situations (involving staff, parents, students, police etc.) for the purpose of working with Director and taking appropriate action for resolution.
- Greeting all incoming visitors ensuring everyone signs in and out as required.
- Maintain a variety of computerized and manual records, files, department databases ensuring we comply with all requirements.
- Orients new campus personnel and students effectively assimilating new students/parents into campus operations.
- Oversee volunteer workers assigned ensuring compliance with established policies and procedures.



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- Perform record keeping and general clerical functions (scheduling, copying, faxing, mailings etc.) for the purpose of providing information and materials as needed.
- Prepares a wide variety of reports and written materials (e.g., correspondence, newsletters, Parent Handbooks, bulletins, programs, financial reports, master calendar etc.) for the purpose of documentation and conveying information in accordance with requirements/needs.
- Processes a variety of fiscal information (e.g., invoices, purchase orders, receipts, and expense reports etc.)
- Respond to inquiries from a wide variety of internal and external parties (e.g., staff, parents, public agencies, students, community agencies, etc.) facilitating information/communication among departments and/or providing direction may be required,
- Schedules various activities (e.g., meetings, special programs, visits, open houses, etc.)
- Supports the Academy Director and other staff in the Academy with their administrative needs.
- Attends meeting as requested to convey and/or gather information required.
- Manage the maintenance of the work area/equipment/tool ensuring a safe work environment and availability of items as needed.

### **Physical Requirements/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a moderate amount of sitting, walking and the frequent use of hands and arms. Talking and listening will be a major component. Occasionally, light lifting will be required. The ability to focus with the eyes for close range and be able to distinguish colors is required. Additionally, the work environment is a typical climate-controlled office environment, and the noise is usually moderate, but occasional situation louder noise will be prevalent.

### **Job Qualifications:**

#### **Minimum Experience Required**

- HS Diploma and/or business/childhood experience
- Must be highly proficient in the MS suite of programs. PROCARE knowledge a plus.
- Must maintain confidentiality
- Excellent communication skills, both verbal and written.



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- Strong organizational and analytical skills.
- Ability to establish and maintain effective working relationships

### **Other Functions:**

This list of duties and responsibilities is not to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

We offer a competitive salary based on qualifications, excellent benefits. FFCDC is an equal opportunity employer, and is committed to a diverse and harmonious workplace

### **Principal Accountabilities:**

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Quality – The extent to which an employee's work is accurate, thorough, and neat.
3. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
4. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
5. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
6. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
7. Independence – The extent to which an employee performs work with little or no supervision.
8. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
9. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations, and adheres to company policy.
10. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Must be a team player and always maintain a professional demeanor.
11. Be a loyal representative of the Florence Fuller Child Development Centers, Inc.

### **Language Skills:**



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Must have the ability to read, analyze, and interpret professional documents or technical procedures written in English, the ability to type reports and input data in English, and the ability to effectively communicate in English and perform other required computer skills.  
Spanish and/or Portuguese a plus.

**Acknowledgement:**

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I can perform the essential job functions and meet the requirements of this position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date