



# Administrator

## Experience

1. Four years of experience as a business manager, personnel manager or department supervisor with accounting background
2. Must have computer skills and be self-sufficient in general office practices and procedures
3. Proven record of successfully complying with licensing regulations

## Education

1. Obtain Administrators Credential prior to assuming the position
2. Update continuing education each year to meet DCF 251 licensing rules
3. Obtain a Registry Certificate stating qualifications as an Administrator
4. Must be able to be bonded prior to assuming position
5. Must comply with all licensing requirements for the position

## Interpersonal Skills

1. Keep a positive attitude about guiding others and redirecting them
2. Must be able to deal positively and professionally with stress
3. Must be able to talk to and build a professional relationship with all parents and staff
4. Must be able to effectively mediate staff to staff and staff to parent meetings
5. Must have skills to make good judgments in problem solving and seeking help when needed
6. Possess ability to set and meet goals
7. Must be extremely detail orientated
8. Must be self-directed and self-motivated

## Professional Commitment

1. This position would require professional commitment to perform the job requirements
2. This position will also require a rotating schedule of opening, closing, evening and weekend hours as the need arises to meet deadlines and promote the business goals and mission
3. This person will be responsible for organizational management, policies, procedures, licensing compliance, and staff development
4. This person will be responsible for bookkeeping, payroll, enforcing policies, procedures, and accounts payable and receivable
5. This person must be proficient in the use of computers
6. This person must be able to communicate professionally and effectively with parents and staff
7. This person must have a reliable means of transportation, proof of insurance and a valid Wisconsin driver's license
8. This person must be able to present CLC in the community/county and state levels through involvement in activities that are of importance to CLC

## **Administrative Responsibilities**

1. Answer telephones
2. Keep business files in order
3. Provide parent information for newsletter
4. Monitor staff hours for hiring new staff
5. Review communication for accuracy before they are copied
6. Be knowledgeable in Health, Life and Disability Insurance to assist staff
7. File information in children's file in office & make copies for classrooms
8. Representative/contact person for Port Washington-Saukville School District
9. Complete USDA Food contract & monthly reports
10. Keep staff informed of schedule changes and absences
11. Supervise and hold contractors accountable
12. Monitor monthly financial statements for accuracy and trends in enrollment
13. Prepare reports for funding sources
14. Negotiate contracts if necessary
15. Seek funding sources and apply for grants that meet the organizations goals
16. Maintain public relations with the community
17. Assure that all correspondence is professional and appropriate
18. Develop fund raising opportunities that benefit the organization
19. Keep updated in trends within the child care and education community through involvement in professional organizations
20. Work with parent and staff groups for fundraising and community events
21. Conduct annual Affirmative Action Review and report to Board of Directors
22. Review policies and procedures and update as needed
23. Update polices to reflect current practices

## **Accounts Receivable**

1. Set up accounts for parents
2. Collect and record tuition weekly, reflecting schedule changes and attendance
3. Calculate vacation time and re-registration fee
4. Keep parent accounts current by sending reminder/late payment notices weekly
5. Complete WI-Shares paperwork and collect payments from parents
6. Prepare weekly/monthly receipts for parents as needed for reimbursement plans
7. Terminate accounts that have not made payment arrangements

## **Accounts Payable**

1. Process accounts payable on a timely basis
2. Scrutinize bills for accuracy
3. Keep detailed and accurate records of all money transferred
4. Keep petty cash account current and accurate
5. Provide accountant with monthly information to process monthly statement
6. Monitor checkbook to ensure that sufficient money is available for payroll and liabilities
7. Complete weekly or monthly reports as needed
8. Monitor and order supplies as needed
9. Keep accurate records of TEACH contracts
10. Keep accurate records of fund raising account
11. Keep accurate records for Health Insurance
12. Keep accurate records for Life Insurance
13. Keep accurate records for Long and Short-Term Disability Insurance
14. Keep accurate records of 403 B when eligible

## **Payroll**

1. Obtain, retain and update all necessary documents for payroll
2. Prepare time cards in advance
3. Prepare payroll in timely manner per payroll schedule
4. Monitor staff hours for most efficient use of resources
5. Keep accurate records of PTO days, unpaid leave, overtime, and holiday
6. Compute and deduct health insurance premiums, 403 B, voluntarily life insurance, child care, and direct deposit accounts
7. Compute and deduct training costs
8. Document and pay for approved training time
9. Calculate annual increases, if any
10. Calculate date of annual review and communicate to Program Directors
11. Ensure compliance with state and federal rules and regulations

## **Parent Responsibilities**

1. Talk to possible new families, conducting enrollment meetings
2. Post schedule changes and checks to accounts along with necessary parent receipts
3. Update and keep a supply of completed parent packets
4. Keep waiting list accurate and enroll as openings are available
5. Keep accurate records for WI-Shares clients
6. Maintain public relations with the community
7. Maintain open communication with parents
8. Terminate children as necessary

## **Staff Responsibilities**

1. Interview and hire staff as necessary
2. Orientate new staff in policies and procedures
3. Guide staff through the training process at orientation
4. Enroll eligible staff for Long and Short-Term Disability when eligible
5. Enroll eligible staff in Health Insurance
6. Enroll eligible staff in 403 B
7. Work with Program Director(s) to coordinate children's fall and summer schedules
8. Set up volunteer schedules, orientate, supervise and document hours
9. Schedule and conduct monthly staff meetings and contribute as necessary
10. Meet with Program Director(s) to discuss programing, as needed
11. Assist staff in completing Registry information yearly
12. Keep staff handbook updated
13. Keep personnel files on staff up-to-date and organized
14. Keep staff licensing files in order
15. Update staff educational qualifications as they change

## **Licensing Responsibilities**

1. Responsible for renewal & compliance with Child Care license
2. Provide Certificates of Insurance to DHFS, School District & Bank
3. Delegate and supervise staff ensuring updated physicals and immunizations comply with licensing and state regulations deadlines
4. Ensure all children's emergency information is current
5. Keep staff CED & Registry records updated
6. Keep Program Registry profile up to date
7. Obtain Registry bar codes for center sponsored training if possible

**Board Responsibilities**

1. Schedule quarterly Board of Director meetings, preparing agenda and making copies as needed
2. Review and recommend changes to policies and program operations with the Board of Directors at least annually
3. Prepare the annual budget by October and present for review and approval by Dec 1
4. Keep incorporation paper work and bylaws secured

All staff are responsible for any duties or requests that are necessary to keep the program running smoothly and efficiently to meet licensing requirements or CLC's operations. This can include subbing in classrooms, cooking, shopping, minor maintenance, housekeeping and or other daily chores in need of attention.

I agree to perform the job duties and responsibilities of Administrator.

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Date

A copy of this signed job description will be returned to you for your orientation packet.

Copied and returned by: \_\_\_\_\_