



Dayton & Montgomery County

JOB DESCRIPTION

TITLE: Administrative Coordinator

EFFECTIVE DATE: June 2021

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Director of Quality Education

GRADE LEVEL: 1013

POSITION TYPE: Full-time

DEPARTMENT: Quality Education

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.

SUMMARY/OBJECTIVE OF POSITION

This position is responsible for providing excellent customer service to Preschool teachers and Administrators while executing the administration of the quality education improvement programs and processes, including training, coaching and quality stipends, etc.

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1) Provide excellent customer service and manage the implementation of professional development.

- a) Provide excellent customer service to Preschool Promise teachers, administrators, and coaches, as they inquire about training and coaching and quality dollars/stipends.
- b) Set up facilitators to ensure trainings are implemented well with the proper environment and supplies.
- c) Create the training schedule by working with facilitators, work with facilities to secure locations when needed, plan catering, maintain contact lists and distribution lists of teachers and administrators in the Preschool Promise database (currently Sugar CRM), manage the database to track attendance and participation, run reports and monitor participation, communicate with coaches and providers about participation.
- d) Work with facilitators to create and purchase participant materials for training (such as books, notebooks, handouts, etc.).
- e) Manage the OCCRRA Registry for training.
- f) Communicate and promote training opportunities; update the website and create other communication pieces such as the Quality Menu.
- g) Notify teachers and administrators of confirmation of training.

2) Manage the request and distribution of Quality Dollars.

- a) Manage and continuously improve the distribution of funding to support quality improvement efforts at preschool providers. Monitor how funds are expended; report on the usage of funds; communicate with coaches and providers about availability of funding.
- b) Process "Requests for Funds" submitted by Preschool Promise partner sites.
- c) Build relationships with vendors and develop improved processes with vendors to maximize funding.
- d) Submit check requests and documentation for the quality department accurately and on time.
- e) Ensure accurate and detailed documentation is maintained in the Preschool Promise database.

3) Manage the Quality Department's events.

- a) Plan and execute events and meetings such as Director's Forums (quarterly) Kickoff Events (annually), special Teacher recognition events, and the Coaching Collaborative (monthly).

4) Provide general administrative support to the Quality team and contractors.

- a) Build positive relationships with Preschool Promise coaches and contractors, and with teachers and administrators at Preschool Promise sites.

- b) Communicate with providers about on-going opportunities and requirements.
 - c) Assist with analyzing and evaluating the impact of quality team efforts; participate in the development of new efforts to improve the quality of education in the classroom.
- 5) **Contribute to the Preschool Promise staff team and support special projects as requested.**
- a) Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
 - b) Accomplish annual goals.
 - c) Manage special projects to support the Preschool Promise mission as requested.

COMPETENCIES REQUIRED

- Strong interpersonal skills and customer-service orientation
- Ability to implement and manage multiple projects at one time
- High level of competency with Google Workspace/Microsoft Office programs (e.g., Excel, PowerPoint)
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to organize and manage time effectively
- Attention to detail
- Ability to intervene and avert problem situations and resolve conflicts
- Ability to work with teams

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma
- At least 5 years of administrative/event planning experience
- Experience using databases to manage information

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Experience working in an education or non-profit organization
- Experience planning events or trainings for over 100 people
- Experience supporting multiple people and teams
- Ability to manage databases
- Ability to manage communication tools such as MailChimp
- Ability to modify design documents



WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties will require operating and/or riding in a vehicle
- Duties will require extended time using a computer terminal and keyboard
- Duties will require considerable telephone contact and paperwork
- Duties will require working under time constraints to meet deadlines
- Duties will require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Monday-Friday work hours, with some evenings and weekends
- Flexible work schedule to account for some evening and weekend work commitments

TRAVEL REQUIRED

- Minimal to no travel required

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC. Preschool Promise, Inc. receives core funding from the City of Dayton and Montgomery County through tax revenues. This position is contingent upon continued grant and contract funding.

Please submit a cover letter and resume to apply to Sandra Raye-Redmond, Director of Quality Education with Preschool Promise, Inc., at Sandra.Raye-Redmond@preschoolpromise.org.

