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Administrator Manual General Duties and Responsibilities

Overview

At Core Education & Fine Arts (CEFA[®]), the Administrator has an extremely important role to play; a role of coordination between parents, Teachers, the Principal, and all other staff. The Administrator will also often work in conjunction with the Principal. Often, the Administrator is the first contact a person has with our school, and has therefore to be knowledgeable and represent us well. The Administrator is the one to leave a “first impression” with anyone calling or coming to visit.

The Administrator Role

The Administrator plays a truly vital role in our school. Due to the extent of the role, much effort must be concentrated, especially at the beginning, in understanding the school and its particular philosophy, as well as its daily functioning. The Administrator must be not only familiar with his or her own role, but also with everyone else’s, in order to coordinate efficiently.

Keep in mind that the Administrator Manual only contains the information that applies directly and exclusively to the Administrator. This role requires familiarity with not only the contents of its own (Administrator) Manual, but with all of the other Manuals as well. This will help clarify the Administrator’s role, as well as the ultimate goals and mission of our school. It will also help in providing perspective when coordinating all of the roles.

Dress code

Because the Administrator is the front of our school, business attire is required. This means preferably a suit although a skirt or pants and a blouse are acceptable at times. Jeans or stretch pants must never be worn. Shoes must also be worn, no sneakers or sandals.

General duties and responsibilities

The general duties and responsibilities of the Administrator are specifically detailed throughout this Administrator Manual, in every Section. It is the responsibility of the Administrator to read and understand this Manual and fulfill all and any of the specified requirements.

In general, the Administrator will:

- Remain at the front desk as much as possible, to greet families as they come in, answer telephone calls and be easily accessible as the Administrator, especially during busy drop off and pick up times each day
- Read every CEFA Manual
- All duties related to keeping the school organized and managed efficiently. This includes but is not limited to, filing, writing letters and memos, remembering staff,

- children and parents' birthdays and organizing events to celebrate that occasion for staff and children, and send a card to parents (may be assigned to Teachers).
- Writing and dating all messages, etc.

To adequately promote our concept

- Familiarize yourself with the particulars of the school: What does it mean to be an Early Learning and Junior Kindergarten school? Keep in mind that you will be the one answering all of those questions to first time callers, you must be knowledgeable. You should be able to easily respond to the following questions:
 - How do you compare a Junior Kindergarten school to a pre-school?
 - How do you compare a Junior Kindergarten school to a daycare?
 - What is the content of the curriculum?
 - What are the different options a parent has when choosing a schedule?
 - What are the tuition fees?
 - What is the Montessori method?
 - What is the Reggio Emilia method?
 - What is the CEFA method?
 - Where did the CEFA concept originate?
 - Who is the Founder?
 - What are the qualifications of the staff compared to other schools?
 - What types of families are attracted to Core Education & Fine Arts?

As other questions come to mind, please feel free to ask your Principal or Franchise Partner for assistance in answering all of them.

- Familiarize yourself with the physical aspect of the school: know what every room is for and why it was designed in that particular way.
- Know the contents of our website as well as all of our marketing material
- Be able to convey information over the telephone and schedule tours.
- Know how to conduct a tour of the school.

To respond to the needs of families and staff

- Assist the Franchise Partner in all duties as required.
- Familiarize yourself with the parents, the children and the staff at CEFA
- Organize your files, as well as the files in your computer, in order to set up an efficient system.
- The Administrator will also be required to have knowledge of the software used at CEFA: Word, Windows, Excel, Powerpoint, Outlook or webmail, and the Internet.
- Ensure that the school is presentable by touring the different rooms and making sure that everything is in its place (magazines, toys, etc.); that there are no dirty coffee cups or other dishes anywhere else but in the kitchen; that the family room is stocked with coffee, cream, milk, cookies, water, etc. and that all information boards contain no outdated information. The front desk should be clean at all times.

- Prepare packages for parents, tours, staff applications, etc.
- Plan and coordinate school events
- Be prepared for a new staff member to commence, as well as when someone leaves the company. Be diligent with all documents and information required
- Read, understand, and follow the most updated version of all CEFA Manuals

Minimum expectations

You have been chosen for this position mostly because of who you are as a person. It is important that you always be punctual, well spoken, efficient, discreet and pleasant on the telephone as well as in person. We also expect that you perform your duties as required in a timely manner, and inform the President of any responsibilities attributed to you that you will not be able to fulfill, either permanently or temporarily.