

FERN ACADEMY EDUCATIONAL CHILDCARE

Indeed Job Posting — Administrative Operations Coordinator

Full-Time • On-Site in Chino, CA • \$22–\$25/hour

About Fern Academy

Fern Academy Educational Childcare is a multicultural educational childcare center serving young children and school-age students. Our program emphasizes STEAM, hands-on learning, creativity, multicultural education, and English/Mandarin/Spanish language exposure.

We are seeking an experienced Early Childhood Education professional to join our administrative team as a full-time Administrative Operations Coordinator. This role supports the connection between school administration, enrollment, families, and classroom operations.

Position Summary

This is not a traditional front-desk-only position. The Administrative Operations Coordinator will support front-office operations, family services, enrollment, school tours, student records, administrative follow-up, and school events. Because this is an ECE-qualified role, the employee must also be able to provide classroom and teacher-break coverage when operationally needed.

Key Responsibilities

- Welcome families and provide professional front-office support.
- Respond to enrollment inquiries and conduct school tours for prospective families.
- Clearly explain Fern Academy programs, educational approach, policies, and enrollment process.
- Support applications, registration, enrollment follow-up, and family communication.
- Maintain student records, administrative documentation, calendars, trackers, and follow-up items.
- Support Brightwheel administrative functions and school communication systems.
- Coordinate with families, teachers, and school leadership to ensure timely follow-through.
- Assist with school events, administrative projects, and operational preparation.
- Provide classroom and teacher-break coverage when operationally needed.
- Support staffing transitions, active supervision, and daily classroom operations when assigned.
- Provide administrative continuity during designated leadership or staff absences.
- Maintain professionalism, confidentiality, accuracy, and strong follow-through.

Minimum Qualifications

- Minimum 13 semester units in Early Childhood Education / Child Development, including Fern Academy's required core ECE coursework.
- Administration-related ECE/CD coursework applicable to the position.
- Preventive Health and Safety Training documentation/certificate applicable to the role.
- Pediatric First Aid/CPR, as applicable.
- Mandated Reporter training, as required.
- Minimum 3 years of relevant experience in a licensed preschool, childcare, or Early Childhood Education setting.
- Direct classroom experience and ability to provide classroom/break coverage.
- Strong organization, communication, documentation, and follow-through skills.
- Professional judgment, dependability, and ability to maintain confidentiality.

Preferred Qualifications

- Mandarin-English bilingual ability strongly preferred.
- Previous preschool administration and/or Lead Teacher experience.

- Experience with enrollment, family services, and school tours.
- Familiarity with California Community Care Licensing / Title 22.
- Brightwheel experience.
- Experience maintaining student files, enrollment records, administrative trackers, and compliance documentation.

Ideal Candidate

The ideal candidate is professional, dependable, organized, warm, proactive, and accountable. This person should be comfortable learning systems, managing multiple priorities, identifying what needs to be done, and following tasks through to completion. The role requires flexibility to move between administrative responsibilities and classroom support when needed.

Position Details

- Full-Time, Monday–Friday
- Typical schedule: approximately 8:30 AM–5:30 PM or 9:00 AM–6:00 PM, depending on operational needs
- On-site in Chino, California
- \$22–\$25/hour, based on qualifications and relevant experience

Professional Growth

This position offers opportunities to develop administrative and ECE leadership experience, take on expanded responsibilities, and grow with Fern Academy as the school continues to strengthen its programs and operations.

Join the Fern family and grow with us.

FERN ACADEMY EDUCATIONAL CHILDCARE

Indeed 招聘 | Administrative Operations Coordinator / 行政运营协调员

全职 • Chino, California 现场工作 • 时薪 \$22-\$25

关于 Fern Academy

Fern Academy Educational Childcare 是一所注重多元文化教育的儿童教育机构，为幼儿及学龄儿童提供教育与照护服务。我们的课程强调 STEAM、动手实践、创造力、多元文化教育，以及英语、中文和西班牙语的语言接触与学习。

我们现招聘一名具有幼儿教育背景、组织能力强、责任心强并希望长期发展的全职 Administrative Operations Coordinator（行政运营协调员），协助连接学校行政、招生、家庭服务及教室日常运营。

职位概述

这不是一个单纯的前台职位。该岗位将参与前台行政、家庭服务、招生咨询、School Tour、学生资料管理、行政跟进及学校活动协调。由于该岗位同时属于 ECE-qualified role，因此在学校运营需要时，也必须能够进入教室提供 Classroom Coverage 及 Teacher Break Coverage。

主要工作职责

- 接待家庭并提供专业的前台及行政支持。
- 回复招生咨询，并为潜在家庭进行 School Tour。
- 清楚介绍 Fern Academy 的课程、教育理念、学校政策及入学流程。
- 协助申请、注册、Enrollment Follow-Up 及家庭沟通。
- 维护学生资料、行政文件、日历、Tracker 及各项 Follow-Up。
- 协助 Brightwheel 行政管理及学校沟通系统。
- 与家长、教师及学校管理团队协调，确保工作及时落实。
- 协助学校活动、行政项目及相关运营准备。
- 学校运营需要时，提供 Classroom Coverage 及 Teacher Break Coverage。
- 根据安排协助 Staffing、Active Supervision、Transitions 及日常教室运营。
- 在指定管理人员或行政人员休假期间提供行政工作的连续性支持。
- 保持专业性、保密性、准确性以及良好的执行和跟进能力。

基本资格要求

- 至少 13 个 Early Childhood Education / Child Development (ECE/CD) Semester Units，并包含 Fern Academy 对该岗位要求的核心 ECE 课程。
- 具有与该岗位相关的 ECE/CD Administration 课程背景。

- 具有适用于该岗位的 Preventive Health and Safety Training 证明/证书。
- Pediatric First Aid / CPR (如适用)。
- Mandated Reporter Training (按要求)。
- 至少 3 年 Licensed Preschool / Childcare / ECE 环境的相关工作经验。
- 具有直接 Classroom Experience, 并能够提供 Classroom / Teacher Break Coverage。
- 具有良好的组织、沟通、文件管理及 Follow-Through 能力。
- 具有良好的职业判断、可靠性及保密意识。

优先考虑

- 中英文双语能力者优先。
- 具有 Preschool Administration 和/或 Lead Teacher 工作经验。
- 具有 Enrollment、Family Services 及 School Tour 经验。
- 熟悉 California Community Care Licensing / Title 22。
- 具有 Brightwheel 使用经验。
- 具有 Student Files、Enrollment Records、Administrative Trackers 及 Compliance Documentation 管理经验。

我们希望找到这样的你

专业、可靠、有条理、亲切、主动并具有责任感。能够学习并使用学校系统，同时处理多项工作，主动发现需要完成的事项，并真正将工作跟进至完成。该岗位需要能够在行政工作与教室支持之间灵活转换。

职位信息

- 全职，周一至周五
- 常规工作时间约为 8:30 AM–5:30 PM 或 9:00 AM–6:00 PM，具体根据学校运营需要安排
- 工作地点: Chino, California
- 时薪: \$22–\$25，根据资历及相关工作经验确定

职业发展

该职位将有机会进一步积累学校行政及 ECE Leadership 经验，承担更多职责，并随着 Fern Academy 的持续发展获得进一步成长的机会。

加入 Fern，与我们一起成长。