POSITION DESCRIPTION

Title:	**Date Prepared/Reviewed:**
Administrative Assistant – Head Start	1/18/2003, 9/8/04, 3/19/10, 5/22/12, 4/8/12, 10/14/13, 4/29/15, 7/13/2021, 10/30/2026
Reports to:	**Supervises:**
Head Start Birth to Five Project Director	None

Schedule: 12 month position, works from 8:00 am to 4:00 pm

Purpose of Position:

Responsible for receptionist duties, supporting and assisting staff, and carrying out other office duties and projects. Responsible for assisting and helping to ensure the program runs smoothly and the mission is carried out.

Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.

ESSENTIAL DUTIES:

Program

- Adheres to all principles of confidentiality: Shares appropriate information with co-workers, families, and community. Displays appropriate discretion in confidential matters relating to program staff and participants.
- Is trained as a mandated reporter and will report any observations of concern to Cass County Social Services.
- Maintain working knowledge of Head Start performance standards
- Treats all staff with positive regard as defined in Head Start mission statement and standard of conduct, and responds to and gives feedback in a respectful and positive manner.
- Participates in relevant training, including staff meetings, site meetings, and reflective supervision.
- Respect each family's cultural, ethnic and linguistic diversity
- Responsible for following Head Start and SENDCAA program policies and procedures, which include Standards of Conduct, Naptime, Outdoor Play, Classroom Relief, Meal Time, etc.

I understand my duties under the *Program* section (please initial):

Administration

- Answers all incoming calls and directs the calls to appropriate staff.
- Responsible for managing Head Start security door. Greets individuals to Head Start and assists them as needed.
- Assists with ChildPlus including data input and report generation including child emergency sheets, Early Head Start Health Data.
- Provides computer/word-processing/photocopying services for program personnel such as correspondence, reports, menus, Family Handbook, calendars, staff notebooks, etc., and assists staff with projects and duties as needed.
- Assist Early Head Start site with health care faxes.
- Assists with special projects (such as circus tickets)
- Processes and distributes to appropriate staff incoming and outgoing mail, emails, faxes, program communication, etc in a timely matter (within 2 business days).
- Enters Head Start information into ELogic monthly.
- Tallies monthly in-kind services and assists with USDA counts and attendance records as needed.
- Maintains records for archive, including Policy Council, Health Advisory Committee, etc.

- Provides administrative/program support to SENDCAA as needed.
- Will help to screen and schedule applications for new families to the program, scheduling appointments on the Booking app.
- Maintain inventory of office supplies
- Updating tracking forms on a monthly basis-employee background-fingerprints, CPR-First Aid, and yearly medical examinations, outside therapist background checks, and volunteer paperwork

I understand my duties under the *Administration* section (please initial):

Other Duties:

- Performs other duties as assigned or requested.
- Occasional travel to other sites.

I understand my duties under the *Other Duties* section (please initial):

Education/Training Required:

High School Diploma

Minimum Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- One year or more experience in an office setting
- Knowledge of modern office practices and protocol.
- Ability to communicate in a professional and appropriate manner with children, parents, and staff.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
- Ability to perform work independently under general direction of supervisor.
- Supports team efforts, cooperates with others and actively learns from other team members.
- Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission while adhering to policies, procedures and regulations.

Education/Training Preferred:

- 2 year degree in business or related field

Experience and Skills Preferred:

- Microsoft Office software programs: Word, Excel, Outlook, PowerPoint

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Environment: While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.

Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

Employee Benefits and Wage: Information provided in addition to position description.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description.

Employee Signature **Date**