

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Center Operations Assistant
Division: Head Start/Early Head Start
Reports To: Area Supervisor
FLSA Status: Non-Exempt
Revision Date: March 22, 2018
Job Classification: Grade 4

Summary

The Center Operations Assistant is the first line of communication for center, parents and community visitors. The COA will assist in the day to day operations of the center including recruitment, taking applications, ensuring compliance with Missouri Child Care Licensing, and the Department of Social Services Child Care Subsidy regulations. The COA will provide support to Family Engagement and Teaching staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Greet visitors either on the phone or in person and refer them to the proper staff person.
2. Performs initial review of documents such as in-kind forms, etc. for mathematical accuracy and overall completeness, then forward to proper individual for processing.
3. Complete applications and assists with recruitment.
4. Reviews and routes incoming mail and performs regular office duties as assigned.
5. Maintains on-going record of Head Start/child care employee training.
6. Collects fees from parents and maintains financial spreadsheet to track fees.
7. Send correspondence to parents regarding fees.
8. Responsible for deposits to fiscal department at main office.
9. Sets up interviews and checks references on employment applications.
10. Fills in when needed in HS/EHS classrooms.
11. Scans documents and enters data for FRS/Teachers into child tracking system(s).
12. Obtains Health Documentation from healthcare professionals for child files.
13. Assists parents in obtaining and maintaining the MO DSS Child Care Subsidy.
14. Ensures accurate information is provided to the MO DSS for prompt reimbursement of full-day Head Start services for all families who qualify for the child care subsidy.
15. Administers hearing and vision screenings for all enrolled children.
16. Assists in the set up and facilitation of parent meetings and other center activities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATION To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); year related experience or training with handling of money.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiple, and divide in all units of measures, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTERS SKILLS

Intermediate personal computer skills including electronic mail, word processing, spread sheets, graphics, etc.

PLANNING/ORGANIZATION

Handle multiple tasks simultaneously.

CERTIFICATES, LICENSE, REGISTRATIONS

Must have valid driver's license, reliable transportation and meet Missouri automobile liability minimum requirements. Must complete at least 15 clock hours of approved training per year.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; uses hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee has light physical activity performing non-strenuous daily activities of an administrative nature. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.