

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Center Support Assistant
Division: Head Start
Reports To: Area Supervisor
FLSA Status: Non-Exempt
Revision Date: August 10, 2015
Job Classification: Grade 1

SUMMARY

The Center Support Assistant is the first line of communication for center, parents, and community visitors. Helps with a variety of tasks, including bus monitoring and fills in for classroom staff as needed. Ensures compliance with Missouri Child Care licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Greets visitors either on the phone or in person and refers 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. Contacts parents or center staff to relay information.
4. Reviews and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by appropriate person.
5. Prepares outgoing mail by labeling, stuffing, or sorting.
6. Records minutes of center staff meetings, advisory group meetings, or other Head Start events when needed.
7. Makes copies of correspondence and other printed material and distributes as directed.
8. Maintains on-going record of Head Start/child care employee training.
9. Files parents and center staff correspondence, reports and other records.
10. Serves as bus monitor and classroom assistant when needed.
11. Helps ensure safety of children, staff, and volunteers by checking in guests, parents, and other community visitors.
12. Takes applications for Head Start program as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS 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); or one to three months related experience and/or training; or an equivalent combination of education and experience.

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 measure, 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, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Handle multiple tasks simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, reliable transportation and meet Missouri automobile liability minimum requirements. Must complete at least 12 clock hours of approved training per year.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be 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 employees has light physical activity performing non-strenuous daily activities of an administrative nature. Specific vision abilities required by this job include close vision, color visions, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name