

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Program Assistant
Division: Head Start/Early Head Start
Reports To: Special Services
Coordinator
FLSA Status: Non-Exempt
Revision Date: October 4, 2019
Job Classification: Grade 3

SUMMARY

The Program Assistant performs a variety of tasks in the Head Start/Early Head Start program. The Program Assistant enters numeric, alphabetic, and symbolic data from source documents into the Head Start/Early Head Start program child tracking software system, and runs reports for the management team. In addition, the Program Assistant works with the component coordinators, Area Supervisors, center staff and the program directors to purchase needed supplies and materials, assist with training setup, and assist with other program support for the Head Start/Early Head Start program.

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

1. Enters a variety of data into computerized record-keeping systems in a timely and accurate manner.
2. Maintains other databases, spreadsheets, or files as needed by the Head Start and Early Head Start management team.
3. Distributes in-coming mail for the Head Start and Early Head Start management team.
4. Provides a variety of reports to the Head Start and Early Start management team to track program progress.
5. Provides office support to the Head Start and Early Head Start Director, Operations & Management Director, and program coordinators.
6. Manages and monitors Head Start and Early Head Start expenditures for office supplies, materials, and classroom consumable supplies.
7. Orders office supplies, materials, and classroom consumable supplies when needed based on comparison shopping, following agency and program purchasing procedures, maintain records for items purchased. Distributes to Head Start centers and Early Head Start sites.
8. Manages and monitors program forms and source documents for Head Start and Early Head Start. Orders forms and source documents using comparison shopping. Distributes to Head Start centers and Early Head Start sites.
9. Maintains participant records in secure filing systems.

10. Assists in computerization of each Head Start and Early Head Start functional area.
11. Assists with training preparation including set up, materials preparation, and clean up.
12. Assists program coordinators and Directors with projects that may take them outside the office.

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).

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, multiply, 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

PLANNING/ORGANIZATION

Ability to handle multiple tasks simultaneously.

CERTIFICATES, LICENSES, OR REGISTRATIONS

Must have valid driver’s license, reliable transportation, and meet Missouri automobile liability minimum requirements.

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; and talk and hear. The employee is frequently required to stand; walk; used hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. The employee is expected to perform light physical activity performing non-strenuous daily activities of an administrative nature. The employee must possess manual dexterity sufficient to reach/handle items. Specific vision abilities required by this job include close vision, color vision, 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 a well-lighted, heated 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