

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

SUPERVISOR: Head Start Director

WORKING HOURS: Monday through Friday - 8:30 a.m. to 5:00 p.m. (Normally)

WORK STATION: Head Start Administrative Office and Field

DUTIES AND RESPONSIBILITIES:

For the Head Start Director:

1. Assist with the planning, implementation and supervision of a comprehensive child development program that promotes School Readiness
2. Assist with the Grant Application process
3. Perform duties in Human Resources and maintains personnel records on all Head Start Employees
4. Perform and maintain all the Criminal Record Check on all employees including 3 year requalification checks
5. Attend meetings on Director's behalf as deemed necessary
6. Ability to arrange, plan and file records, materials and reports in proper sequence
7. Handle correspondences, maintain records
8. Assist with the Policy Council
9. Maintain records of all Policy Council Meetings
10. Maintain records of all program trainings for Pre-Service and In-Service
11. Prepare center operational schedules for classroom and staff days
12. Maintain updated information on Early Childhood Learning & Knowledge Center
13. Notify new employees of New Staff Training
14. Conduct training for new employees in the area of Administration and Transportation

15. Notify new employees of Performance Standard Training
16. Conduct Performance Standard Training for new employees in area of Administration
17. Prepare and submit reports for Board Meetings
18. Assist with WAGE Comparability Study when applicable
19. Send out correspondences to School Readiness Team
20. Attends School Readiness Team Meetings
21. Prepares invoices and documents for NCPK Contractors
22. Attend local and out-of-area workshops and training
23. Type materials and correspondences
24. Other clerical and administrative duties as deemed necessary
25. Make center visits as deemed necessary

TRANSPORTATION

1. Handle the requisition and billing process for bus repairs
2. Maintain expenses on database
3. Generate outcomes of transportation monthly bus repair expenditures
4. Notify potential Bus Drivers of CDL classes and DMV requirements
5. Maintain records of bus routes and alternate routes
6. Maintain files on all CDL drivers

DESIRABLE SKILLS AND QUALIFICATIONS:

1. Have a good basic knowledge of the Head Start Director's job functions
2. Good clerical skills
3. Friendly, cordial personality
4. Ability to communicate effectively and professionally with the public
5. Ability to organize and plan
6. Ability to conduct training

EDUCATION AND EXPERIENCE:

Associate or Bachelors Degree in Secretarial Science or related field preferred and one year office experience preferably in a Child Care or Human Services Agency