



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Head Start/Early Head Start
Position Title: Program Assistant II
Immediate Supervisor: Family Partnership Program Coordinator
Status: Non-exempt
Grade Level: D

Management Approval: _____ **Date:** _____
Supervisor Signature: _____ **Date:** _____
Employee Signature: _____ **Date:** _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Assists and provides office support for Head Start/Early Head Start programs, as well as Head Start/Early Head Start Director and Program Coordinators. Provides clerical duties in the Head Start front office to include purchasing supplies, complete & code Purchase Orders and maintain attendance records for Head Start/Early Head Start. Utilizes resources to ensure optimum care, growth and development of the program participants and family members. Assists with meeting the objectives of the Community Action Head Start program. Supports community and public relations representing the Head Start/Early Head Start programs.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the agency and programs and direction of the programs.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
5. Maintains staff, client and agency wide confidentiality at all times.
6. Serves as a liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
7. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
8. Attends meetings, workshops and training sessions as approved by the Program Director.
9. Participates on program related committees as approved by the Program Director.
10. Is required to travel by ground or air to meetings, conferences, trainings, etc.
11. Continues professional growth through educational and training experiences in their field.
12. Assists with answering the telephone, documents messages, receives, screens and directs visitors.
13. Completes general clerical duties and other tasks as assigned by the Program Director and Coordinators.
14. Oversees the busing services for the Head Start program to include monitoring any daily bus changes and busing activities, communicating concerns to appropriate staff.
15. Provides support for Family and Community Partnership and Busing policy considerations for Head Start and presents the considerations at appropriate meetings.
16. Documents and monitors staff absences for the Head Start program; receives staff leave requests and arranges classroom and bus coverage with volunteers or substitutes.
17. Monitors Volunteers and maintains necessary paperwork (confidentiality forms and standards of conduct).
18. Maintains emergency files on staff, children and families for the Head Start program.
19. Maintain program binders for internal meetings/memos, trainings and lesson plans for the Head Start program.

20. Utilizes the computer Child Plus software by inputting information from child and family files for attendance.
21. Monitors and inputs attendance of Head Start participants into Child Plus software program.
22. Orders and maintains inventory of supplies for the program and the office supply area.
23. Completes Purchase Orders and codes for all supplies ordered or purchased.
24. Purchase items biweekly requested by program staff and responsible for all orders to companies.
25. Prepares and submits USDA reimbursements for Head Start/Early Head Start monthly and files online.
26. Maintains USDA applications and attendance for reimbursement for Head Start/Early Head Start.
27. Oversees petty cash and distributes as needed.
28. Collects and submits staff payment for lunches at Head Start to Community Action Partnership
29. Assist with general office work.

C. SUPERVISORY RESPONSIBILITIES:

None

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. Associate Degree in office administration or the equivalent.
2. Two years full-time experience working in office administration.
3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and insurable driving record.
5. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
6. Demonstrated ability to effectively communicate both in written and oral forms.
7. Proficient with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
8. Demonstrated ability to utilize the Child Plus software within 3-months of hire.
9. Current CPR and First Aid Certification within one year.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 25 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoor in controlled and uncontrolled environments. High stress situations. Position may require the need to work non-traditional work hours.