

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Administrative Assistant
SALARY LEVEL: D

LAST UPDATE: 2013
REPORTS TO: Center Supervisor

MISSION STATEMENT: Responsible for support that reinforces the mission and goals of CSI Head Start/Early Head Start within the assigned service area. Maintain an organized communication system within the center.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Assist in recording in center meetings.
3. Assist in recruitment and the maintenance of enrollment and attendance records.
4. Assist with Comprehensive Community Assessment
5. Track Head Start family information and provide technical assistance related to PROMIS or Program's tracking system for the assigned service area(s).
6. Aggregate program data for use by Center Supervisor and Services Specialists in a timely manner.
7. Generate and produce standard forms used regularly by the program.
8. Carry out assigned duties with limited supervision.
9. Compile data and carry out a prescribed action in relation to the information. Write narratives describing work progress and identify problems
10. Design and disseminate the center newsletter.
11. Plan and modify work schedule with minimum assistance of the supervisor.
12. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Associate Degree in related field, or its equivalent in a combination of education and experience
- Two years computer entry experience
- Ability to independently operate standard office equipment including personal computer
- Ability to communicate verbally and in writing
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Working Knowledge of the Head Start/Early Head Start program
- Working knowledge of the PROMIS or Program's tracking system
- Ability to communicate in Spanish or another language used by area families

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place