

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

JOB TITLE: Program Assistant
SALARY LEVEL: C

LAST UPDATE: 2013
REPORTS TO: Center Supervisor or Coordinator

MISSION STATEMENT: This position is responsible for the development and tracking of the information reporting system within the designated service area. This position is responsible for assisting the assigned Supervisor in generating accurate, timely, program reports.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Track Head Start/Early Head Start information for the designated service area.
3. Assist in compiling reports as assigned.
4. Assist as recorder during team meetings.
5. Assist in developing and implementing assigned plans.
6. Provide clerical support.
7. Correspond with staff and community agencies to gather and exchange information.
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. Plan and modify work schedules with assistance of the supervisor.
11. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- High School Diploma or GED
- Two years computer entry experience
- Working knowledge of Microsoft Windows
- Eighteen years of age or older
- 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

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