

## WEST CENTRAL COMMUNITY ACTION

<b>Job Description</b>	<b>Head Start “ARRA” Executive Assistant</b>
Latest Review Date: 02/01/2010	Grade Level:
Effective Date: 02/01/2010	Reports to: Head Start/Early Head Start Director

### POSITION PURPOSE

Provide the principal administrative support to the Head Start/Early Head Start Director. Functions involve the preparation of certain reports, the analysis of reports with recommended actions, and the monitoring of work activities within the Leadership Team.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Head Start/Early Head Start Director. Exercises direct supervision over no one.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

Develops and coordinates Professional Development Plans and training activities for staff. Also serves as chairperson for the Professional Development Training Committee.

Participate in research and development of grant applications. Provide data and assistance in writing grants for Head Start/Early Head Start and other collaborative projects.

Provide research information and materials and prepare documents for special projects.

Coordinates purchases of supplies needed by the Head Start/Early Head Start Program keeping within the Head Start/Early Head Start budget. Keeps the Director informed of equipment needs, as well as the condition of equipment in Head Start/Early Head Start Program.

Participate in the process of purchasing, use, and maintenance of computer systems. Set up new emails accounts and passwords as needed. Perform various technical tasks as needed and directed, such as software and/or hardware installation and troubleshooting.

Coordinate all activities related to the ChildPlus data tracking system, oversee data entry in a timely manner and update and maintain the system as needed. Provide program staff with reports and information from ChildPlus, as scheduled and/or requested. Responsible to train all staff on the use of the ChildPlus database enrollment system.

Coordinate, complete, and follow-up with annual Program Information Report (PIR) and Community Needs Assessment.

Coordinate On-Going Monitoring with all Component Areas as directed by the Head Start/Early Head Start Director. Selects and gathers the necessary data to gauge program compliance with Head Start Performance Standards and other applicable rules.

Collects and processes monitoring and assessment information. Develops appropriate graphs, charts, and tables to present the information in a simple and informative manner.

Coordinate Communication System (Including Mail, E-mail management, Memorandums, Central Filing System, Documentation Transfer and Inventory & MOUs)

Organize Special Activities (Trainings, Pre-Service, Team Building Events)

Design and edit drafts of correspondence, reports, forms, charts, memos and other documents for the Head Start/Early Head Start Director.

Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort.

Handles confidential information according to Head Start Performance Standards and agency policies.

Demonstrates professional behavior within job responsibilities including mentoring appropriate work ethics, communications, team building skills, conflict resolution, problem solving skills, and positive attitude.

Keep confidential any information pertaining to children, families and activities of Head Start, including Head Start staff.

Maintains and attractive environment, keeping an orderly and functioning office area.

Attend staff and training opportunities in order to obtain and/or expand necessary education and skills. Continue professional growth by reading new materials and contributing resources to the program.

Ability to travel in and out of the service area for a variety of meetings, conferences, workshops, and training sessions mandated by Federal or State regulations.

Reports to work at scheduled times and maintains regular attendance to assure implementation and oversight of the Head Start Program. Performs all duties assigned in a timely and professional manner.

Must work well with others.

Performs other duties as assigned and reasonably within the scope of the above mentioned duties.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Public contact and community relations.

Knowledge of Federal Head Start Performance Standards.

Knowledge of Agency policies, practices and procedures.

Knowledge of local, state and federal child care laws and regulations.

Knowledge of early childhood education theories and trends.

Skill in developing educational programs, designing curricula and writing lesson plans.

Excellent oral and written communication skills.

Ability to establish and maintain effective working relationships with children, parents, staff, management and various other business and community contacts.

Ability to provide training for staff and parents.

Ability to conduct effective presentations.

Excellent organizational skills and attention to detail.

Excellent time management skills, including the ability to work under pressure, prioritize projects and meet deadlines.

Proficient computer skills in word processing, e-mail software and current data-base system.

Ability to develop and maintain record keeping systems.

Ability to work in a team based environment.

Perform light physical work, exerting up to 40 pounds on an occasional basis, performing such tasks as; lifting, stooping, kneeling, crouching, grasping, sitting, running, catching, reaching, standing, walking, pushing, and pulling.

## **EDUCATIONAL DEVELOPMENT AND WORK-RELATED EXPERIENCE**

BA/BS degree in business, public administration or related course work (research and evaluation, assessment), **AND** Minimum of 2 years experience working in a childcare, educational, or social services setting with strong emphasis on program monitoring.

OR

AA degree in business, public administration, statistics, operations research, or related course (research and evaluation, assessment), **AND** Minimum of 4 years experience working in a childcare, educational, or social services setting with strong emphasis on program monitoring.

Must have the ability to work in Microsoft Office and other computer programs.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by *West Central Community Action* on an "at will" basis.

Reviewed with \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor