

TRI-COUNTY COMMUNITY ACTION, PROJECT HEAD START/EARLY HEAD START

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time; Exempt

GENERAL DESCRIPTION: Under the supervision of the Head Start/Early Head Start Director, the Administrative Assistant is responsible for performing administrative functions and providing support to the Head Start/Early Head Start Director and all Birth to Five employees. Additionally, this position requires that strong Ongoing Monitoring/Compliance verification duties are completed for each Content Area Department within the HS/EHS Program. Duties and responsibilities include: preparing, reviewing, disseminating and/or filing routine correspondence and reports, answering the phone, if necessary, relaying messages, receiving processing and distributing mail when needed. The Administrative Assistant will also monitor each Content Area within the program on a scheduled basis to identify strengths and weaknesses within these departments. Documentation and monthly reports regarding compliance activities will be submitted to the HS/EHS Director. The person in this position will also assist in the development, implementation and management of the Birth to Five Program as a whole.

QUALIFICATIONS: Education: Bachelor's Degree in Early Childhood Education, Sociology, Social Work, Business Administration, Psychology or other Human Services field is preferred. Strong communications, public relations, interpersonal and administrative skills are necessary. Computer skills required. Experience in administrative support experience in preparing and/or generating routine correspondence, letters, memoranda, forms, reports and any other documents via computer and/or typewriter is essential. Excellent oral and written communication skills. Excellent interpersonal skills and successful experience working in teams. Strong knowledge of human behavior and psychological principles.

DUTIES:

- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer.
- Assists in planning and preparing for meetings/trainings, including preparing agendas and meeting packets, helps in setting up refreshments, recording minutes, distributing documentation, maintaining records and/or other tasks deemed necessary.
- Help plan, coordinate and conduct Policy Council Meetings every other month.
- Mail Policy Council packets to members at least 5 days prior to the meeting.
- Utilizes knowledge of various software programs to operate a computer in an effective and efficient manner.
- Assist HS/EHS Director with programmatic issues that arise on a daily basis.

- Works closely with the Executive and Head Start/Early Head Start Directors. Assist with booking reservations, workshops, conferences etc. for Birth to Five Program staff.
- Assists in updating agency plans, policies and procedures for all content areas.
- Coordinates the Ongoing Monitoring Process for the Birth to Five Program.
- Assists in the monitoring of all tracking systems, including Child Plus.
- Monitors all Content Area Departments within the Head Start/Early Head Start Program on a scheduled quarterly basis.
- Identifies strengths and weaknesses within the Content Area Departments, Centers and Home Base Programs.
- Receive and monitor purchase orders and submits to finance office.
- Completes Quality Assurance Plan quarterly, completes narrative on results and submits to HS/EHS Director. Develops plan for compliance on items that are needed.
- Works effectively and positively with Department Managers, Center Directors and Service Area Coordinators to develop strategic plans to address and correct weaknesses and areas of non-compliance.
- Assist in preparing and coordinating job bids, repair costs, estimates and meet with contractors upon request.
- Assist in coordination of facilities, construction, renovations and playground development.
- Assist in ensuring facilities/equipment is appropriately maintained.
- Completes folder checks (center/home based programs) 33% three times a year.
- Develops Policies and Procedures for the Compliance Department and keeps them current and up to date at all times.
- Completes Health and Safety Checklist and Classroom Observations three times a year at each site and conducts follow-up with Center Directors.
- Prepares and turns in monthly reports for Ongoing Monitoring/Compliance Department.
- Provides training to staff on Ongoing Monitoring and Compliance.
- Must be able to lift or move 20 to 25 pounds is needed.
- Must possess a valid Texas Driver's License and be insurable by the agency's insurance company.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by supervisors.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion

SUPERVISORY DUTIES

None

IMMEDIATE SUPERVISOR

Head Start/Early Head Start Director