**Position Title:** Program Assistant

**Classification:** Non-Exempt

**Department:** Head Start

**Supervisor:** Head Start Director

**Grade:** NE6

**Position Summary:**

Provide clerical support to Administrative Team including Head Start Director, Health, Family and Nutrition Services Manager and Education/Transition Coordinator along with all center based staff.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

* Answer phones and direct all calls as required; take messages as needed;
* Check mail; prepare outgoing mail for postal metering and mail out;
* Open and distribute mail and faxes for the appropriate staff;
* Greet parents, children, and community members at all Head Start events by communicating in a positive friendly manner using proper etiquette;
* Assist with monthly ordering and distributing of supplies;
* Prepare and file all Voucher Payables, Purchase Requisitions and Travel Vouchers, ensuring documents are received by the Finance Department in a timely manner.
* Receive orders, inventory invoices and distribute orders to appropriate recipients;
* Monitor and document site staff time in and time out; monitor and document site staff request for Annual Leave/Sick Leave/Administrative Leave/Other Leave;
* Prepare all time sheets for payroll and ensure staff signatures are received prior to submitting any and all documents to payroll;
* Assist in ensuring licensing regulations are maintained;
* Use computer to produce memos, correspondence, reports and other documents;
* Maintain and update all filing systems daily, this includes but is not limited to, administrative files/binders and program files/binders;
* Any and all other duties as assigned by Supervisors not covered in this job description;

**Maintain Professional and Ethical Standards:**

* Maintain confidentiality in accordance with Agency policy and legal requirements for all staff, parents and children.
* Be honest, reliable and dependable.
* Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
* Project a professional work image, both in dress and manner.
* Be familiar with, and adhere to, position-related policies and procedures as well as the program’s overarching objectives.
* Follow State/Tribal/Agency policies and procedures for reporting and documenting suspected child abuse and/or neglect.
* Attend mandated trainings and meetings, and seek out staff development opportunities.
* Work as a team member with all staff and maintain a positive work ethic.
* Adhere to NAEYC Code of Ethical Conduct.

**Qualifications, Knowledge and Skills:**

* Ability to write reports, business correspondence, and procedures manuals. Read and interpret documents.
* Ability to solve practical problems.
* Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
* Ability of effectively present information and respond to questions form groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
* Ability to operate general office equipment such as a copy machine, printers; sending and receiving FAX; 10-key proficiency.

**Education:**

Minimum: High School Diploma or GED

Preferred: Associates or Bachelor’s Degree in Business or related field.

**Training and Experience**:

Minimum: One year of related experience and certificate of training in clerical work.

Preferred: Two years’ experience in a related field and experience working in early childhood education.

**Employment Requirements**:

* Provide TB screening clearance upon hire, and annually thereafter.
* Must pass State and Federal criminal records background check for convictions of violence or moral turpitude as defined by New Mexico Childcare Licensing Code at the employer’s expense.
* Must have current adult/pediatric CPR and First Aide training.
* Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.
* Successful experience working in a team setting;
* Ability to present a positive image of the organization to members of the community;
* Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder;
* Must be able to travel;
* Must be able to enter and exit a vehicle without assistance;
* Experience successfully working with a culturally diverse staff and clients.

**Working Conditions:**

* Possible exposure to blood and bodily fluids or tissues;
* Possible exposure to communicable diseases;
* A moderate amount of driving is required.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to site; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; and walk. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

**Special Comments;**

This document is not intended to exclude an opportunity to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates that you have read this job descriptions and understand the essential functions and essential qualifications.

**Work Environment:**

Work is generally performed in an office setting with moderate noise level.

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Verna Calabaza-Head Start Director Date

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Human Resources Director Date

Patsy Chavez

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Executive Director Date

D. Joshua Madalena