



### **Position Title: Program Assistant**

**Reports to:** Head Start Director  
**Schedule:** Full Time: 40 hours/week: Monday – Friday, 8:00 AM – 4:30 PM  
**Location:** Oklee Office  
**Classification:** Non-Exempt  
**Pay Range:** Grade 04

#### **Summary**

To provide administrative and program support to the Head Start program to ensure high quality services for children and families.

#### **Duties and Responsibilities/Essential Functions**

- Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.
- Participate in ongoing recruitment of eligible children for the program, assist families with completing applications.
- Provide support to operation of the Policy Council. Maintain documentation of Policy Council operations. Arrange meetings, appointment and send reminders.
- Assist with creation / update of documents for program operation.
- Assist Management Team to obtain necessary health records, application documentation, creation of original child files, creating enrollment packets.
- Collecting and entering program information from parents, staff, coordinators and director on all clients enrolled in Head Start, which includes, but is not limited to, demographics, health, education, disability, family services, in-kind contributions and training. Verify accuracy of entry through various reports and data check utilities.
- Maintain official program files.
- Assisting the coordinators with the completion of the Program Information Report (PIR) in regards to data entry.
- Monitor office supply inventory; complete purchasing as requested by Management Team.
- Preparing and submitting reports as required by Head Start regulations.
- Assist in preparation of documents and reports as required by local, state, and federal monitoring procedures and regulations.
- Communicate frequently with other staff; promote teambuilding within the HS management and agency teams; host team meetings; assist staff with duties, as needed.
- Develop a comprehensive understanding and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program.
- Prioritize and plan work activities and use time efficiently and effectively.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Perform all other duties as assigned by Supervisor and/or Executive Director.

#### **Education and Experience**

- High school diploma / GED required
- Prefer two years of any combination of education, training or experience related to performing clerical or data processing functions.
- Experience, knowledge, and use of Microsoft Office required. Use of internet based database, email to scan and transmit data.

#### **Key Competencies**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are comprehensive of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Must have flexible schedule to accommodate family needs for program services, supporting staff in conducting their tasks, includes some evening or weekend hours.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.
- Ability to supervise and monitor children when necessary to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Good communication skills; verbal and written, technical and non-technical.
- Pass a criminal background check prior to hire date.
- Ability to drive for program purposes. Travel to various locations for training and networking opportunities, occasional overnight stay(s) will be required. Proof of a valid driver's license and current vehicle insurance coverage.
- Must have satisfactory completion of a physical exam and health screening as required by HSPPS.

**Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this Job, the employee is occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- May occasionally need to provide supervision to children that may include classroom, family event, and/or playground supervision.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings.

**Work Environment**

Employee will be located in an office as a member of a team. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date