

## HEAD START OF YAMHILL COUNTY

1006 NE 3<sup>RD</sup> STREET, MCMINNVILLE, OR

### POSITION DESCRIPTION

<b>Revision Date:</b> 7/22/2021	<b>Position Number:</b> HSYC-20-09
<b>Position Title:</b> Administrative Support - MEC	<b>Pay / Category:</b> \$15.44 per hour, 28 hours per week, 9 months annually
<b>Reports to:</b> Communications and Volunteer Specialist	<b>Position Supervised:</b> None

#### GENERAL DESCRIPTION:

Provides general office support for Head Start of Yamhill County Michael Eichman Center

#### POSITION SPECIFIC JOB DUTIES:

1. Answer phone
2. Let authorized visitors and families into center
3. Greet visitors
4. Update Adults Authorized To Pick-Up binder
5. Conduct student hearing and vision screens
6. Copy machine troubleshooting
7. Organize and reorder general office supplies
8. Ensure forms in circulation are the most up-to-date
9. Ensure volunteer binder is well stocked
10. Ensure visitor binder is well stocked
11. Update phone roster
12. Ensure classroom sign in/out binders are well stocked
13. Assemble child binder divider packets
14. Assemble enrollment packets
15. Assemble family portfolio packets
16. Take mail to admin
17. Translations
18. Print parent handbooks
19. Collect parent volunteer sign in sheets for Communications/Volunteer specialist

#### Contributes to the team effort by performing the following:

1. Participating on the HSYC Team.
2. Attend all meetings and trainings (including local and state trainings) as requested.
3. Establish open and positive communication and interaction with all staff.
4. Openly receive feedback from members of the Leadership Team and implement plans of HSYC

action to comply with Head Start Performance Standards and HSYC policies.

5. Must understand the importance of, and be committed to, being a team member.

**Maintains professional and technical knowledge and practices by performing the following:**

1. Attend educational workshops, attend designated training workshops or seminars and participate in training as part of the HSYC team.
2. Implement and employ the NAEYC Code of Ethics and Agency-specific ethics and policies.
3. Keep current on local, state, and federal regulations and accepted best practices applicable to Parent, Child, Infant, and Toddler Development program service areas.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. High School Diploma or GED, required.

**MINIMUM QUALIFICATIONS:**

1. Maintain confidentiality and exercise sound judgment concerning privileged information.
2. Bilingual, able to speak, read and write in English and Spanish.
3. Computer literate (excel, word, data base entry, e-mail, etc.)
4. Able to file appropriately using alpha-numeric filing system.
5. Able to prioritize, organize, and efficiently meet deadlines.
6. Able to work well with multiple persons including parents, coordinators, managers, staff, vendors, contractors, and the general public.
7. Must be a self-starter, on-time and dependable.
8. Enthusiastic, energetic, compassionate, sensitive and respectful personality
9. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.

**COMMUNICATION SKILLS:**

1. Greet the public in a respectful and pleasant manner.
2. Able to communicate effectively, positively, respectfully, sensitively and confidentially with

children, families and co-workers.

3. Represent the organization in a professional manner.
4. Ability to read, speak, and write with proficiency in English language.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively.
7. Ability to participate in effective conflict resolution practices.

#### **CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and employment physicals throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire.
7. Participate in a minimum of 15 clock hours of professional development, per year

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee needs to be able to:

1. Lift up to 50 pounds with assistance.
2. Periodically bend and stoop.
3. Periodically sit, stand, and walk

**MENTAL DEMANDS:**

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exposure to indoor environments and outside weather conditions.
2. Work within a team environment.

**CONFIDENTIALITY:**

This position respects the confidentiality of information about Head Start’s enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.**