



JOB DESCRIPTION

JOB TITLE: **Secretary III (Head Start)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Manager (Early Childhood/Head Start)
Salary Range: Range 26	
Term of Employment: 12 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the manager with the overall administration of the Head Start Program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Understands policies and procedures related to the implementation of the Head Start Performance Standards, as reflected in progress plans.
- Organizes and maintains the Head Start office.
- Maintains records of financial, statistical, or accounting information and prepares accurate reports from such records
- Assists the Manager in the development and design of systems to assure accurate reporting of all staff, students and financial file data.
- Does data entry as needed to support record keeping in files related to children with disabilities and the intake records on all children.
- Meets with Manager, Caseworkers and/or appropriate staff as needed.
- Assists in the recruitment of Head Start children: identifying agencies in the community that can assist with recruitment, distributing and posting recruitment information, and participating in community sponsored events.
- Assists with the input, maintenance and reporting of Head Start student information and database.
- Edits staff Kronos information weekly.
- Performs typing, filing and word processing related to the business of Head Start.
- Performs and coordinates copying, typing, transportation and travel arrangements for Head Start staff
- Receives and greets parents and public coming into the Head Start office.
- Answers phones, screens phone calls, refers to appropriate personnel and takes messages.

- Places equipment orders and distributes the equipment to classrooms.
- Participates in staff development training and staff and parent meetings, takes notes and distributes meeting minutes as assigned.
- Assists in maintenance of children's records/files, as needed and condenses children's files for annual record retention.
- Writes correspondence and prepares monthly reports including budget, payroll, purchase orders and similar forms as directed.
- Interacts and communicates with all Head Start staff, school district staff, support staff and clients on a daily basis.
- Opens, dates, and distributes mail. Distributes payroll checks.
- Represents the team in their absence.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.

- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

QUALIFICATION REQUIREMENTS:

- Must be 21 years old. Good interpersonal skills. Produce evidence of: fingerprint clearance card, TB clearance within the last 12 months (must be tested annually), initial health exam and re-examination every 3 years, CPR, 1st Aid, and current immunizations. Ability to operate modern office equipment including computers with various software applications. Basic knowledge of child development and Head Start philosophy. Must be neat in appearance. Ability to be flexible, adjust to change, and work with preschool children and their families, staff and public.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Experience and/or training equivalent to one (1) year experience as a secretary.
- Equivalent combination of education and experience.
- Good interpersonal skills.
- Computer skills and strong background in Microsoft Office required.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.