

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

EARLY CHILDHOOD PROGRAM ASSISTANT

QUALIFICATIONS:

- (1) High School diploma or equivalent.
- (2) Training and experience in secretarial/clerical skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrates interpersonal skills. Extensive knowledge of Early Childhood program requirements. Technical knowledge and skills to operate computer, enter data, analyze and process information.

REPORTS TO:

Early Childhood Program Manager

JOB GOAL

To provide clerical services for the Early Childhood Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Provides clerical support for the Early Childhood Program.
- (2) Assist in maintaining financial records.
- (3) Prepare periodic reports as required.
- (4) Verify and reconcile financial records as required.
- (5) Assist in recruitment/registration for the Early Childhood Program.
- (6) Assist the Early Childhood staff in home visits and other duties related to component areas.
- (7) Maintain strict confidentiality of all school, student, and parent records and data.
- (8) Perform other duties as assigned by the Principal, Early Childhood Program Manager and/or Director.
- (9) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 17-20, 27 (B.S. Degree)
12 months
7.5 hours per day

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003, August 17, 2004
Amendment Board Approved January 19, 2010

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EARLY CHILDHOOD PROGRAM ASSISTANT (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved April 20, 1998
Amendment Board Approved April 15, 2003, August 17, 2004
Amendment Board Approved January 19, 2010**