

**Community Action of Allegan County
(CAAC)
Position Description**

Position Title: Children's Services Assistant

Classification: Full-Time, Part-Year

Status: Range: \$10.50 - \$15.56

Date: August 16, 2017

Summary/Objective:

Under direct supervision, the Head Start Children's Services is responsible for achieving the tasks listed below. All tasks are considered essential except those identified as non-essential.

Essential Functions:

Primarily acts as the on-call substitute for the Teachers.

Implements developmentally appropriate group and individual activities for assigned children following program curriculum developed by Head Start teacher and in accordance with the Head Start Performance Standards, Outcomes Framework and local plan.

Offer administrative support to Operations Supervisor insuring the Head Start Performance Standards are adhered to properly.

Facilitates the organization and distribution of classroom supplies as requested.

Maintains classroom and office resource libraries, including the videotape library.

Responsible for assisting in all developmental screening processes.

Attends pre-service and in-service workshops, conferences, and area meetings as required to maintain current knowledge in areas pertaining to the job or as required by the Executive Director.

Conducts on-going self-evaluation and works consistently to improve own job performance.

Respects and promotes the unique identity of each child and family, and refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

Maintains confidentiality at all times with regard to job-related information about children, families, and staff members.

Ensures compliance with all Local, State, and Federal regulations.

Completes documentation as required.

Performs other duties as assigned by immediate supervisor and/or Executive Director.

Competencies:

Highly proficient communication skills; oral and written.

Understands importance of collaboration and exhibits community relations skill.

Demonstrates leadership and ability to work independently.

Demonstrates excellent organizational skill and attention to detail.
Proficient computer skill to include MS Office Suite to include 365, Excel, Word etc.
Excellent time management.
Knowledge and understanding of issues related to individuals and families in poverty.
Ability to maintain client and organizational confidentiality.

Work Environment:

This job operates primarily in an office and classroom environment.

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. The employee is regularly required to travel in their own vehicle, expect regular kneeling, stooping, bending, and sitting on the floor. There will also be occasional lifting up to 50 pounds.

Position Type and Expected Hours of Work:

This is a part-time position. Days and hours of work are Monday through Friday. Limited evening and weekend work may be required as job duties demand.

Travel:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience:

Minimum of an Associate's degree in Early Childhood, Child Development, or Human Services field preferred. An annual Cost of Living Adjustment (COLA) increase will be given when funds are available. Additional wage increases are dependent upon attendance at all regular staff meetings, the completion of at least 3 additional hours of approved training annually, and the availability of sufficient funding.

Additional Eligibility Qualifications:

Commitment to CAAC goals and mission. Clear record of child abuse or neglect.

EEO Statement:

Community Action of Allegan County (CAAC) extends employment opportunities to qualified applicants and employees without regard to age, race, color, sex, weight, height, religion, national origin, pregnancy, marital status, veteran status, physical or mental disability unrelated to the employee's ability to perform his/her job and/or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, lay-off, recall, transfers, leave of absence, compensation and training, including internship. In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, CAAC will attempt to reasonably accommodate those individuals unless doing so would create an undue

hardship. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact CAAC management.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This position description does not constitute a written or implied contract for employment.

Other: An annual Cost of Living Adjustment (COLA) increase will be given when funds are available.

Signatures:

This job description has been approved by all levels of management:

Executive Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____