JOB DESCRIPTION
Program Secretary/Data Entry Clerk

1. Little Dixie C.A.A.
2. Program: Early Head Start – Child Care

3. Reports To: HS/EHS/EHS-CC Director
4. Title: Program Secretary/Data Entry Clerk

5. Grade: 3
6. Date: December 2019

7. Approved By: Rebecca Reynolds
8. Status: Non-Exempt

JOB SUMMARY:

The Early Head Start-Child Care (EHS-CC) Program Secretary/Data Entry Clerk performs secretarial duties of a varied nature.

Must have the ability to read, speak and write with proficiency in the English language and ability to articulate verbally and in writing. Must be able to provide and maintain a safe environment and maintain regular attendance. This is a safety sensitive position.

PHYSICAL AND MENTAL REQUIREMENTS:

Must demonstrate the ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task oriented with a strong desire to succeed and be able to cope well with stress.

While performing the duties of this job, the employee is frequently required to sit, stand, stoop, bend, walk, talk, hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and may spend 6 to 8 hours per month in strenuous physical activity, lifting up to 40 pounds.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional on-site visits to child care facilities and occasional home visits are conducted in family homes.

DUTIES AND RESPONSIBILITIES:

1. Assist administrative staff with preparation of training materials. Monitor and follow up on projects for coordinators and director.

2. Type, proof read, and file letters, reports, program proposals or other material from rough draft or corrected copy.
3. Prepare correspondence for mailing as necessary, duplicate correspondence, forms and other materials as needed.

4. Prepare and submit invoices for payment ensuring that required documentation and authorization is attached.

5. Assist in preparation of Policy Council meetings by mailing meeting announcement, calling council members, ordering and setting up the room and lunch as needed.

6. Assist with logistic preparations, taking of minutes and sign-in-sheets for In-Service trainings, staff meetings and Policy Council meetings.

7. Maintain record-keeping system for inventory and in-kind. Prepare spreadsheets as necessary.

8. Make necessary travel arrangements for staff attending conferences or workshops, including hotel, registration, airfare, etc.

9. Complete background checks on new employees and orientation with new employees.

10. Prepare monthly bills, including utilities, for payment. Process Purchase Order/Payment Vouchers for payment and maintain P.O. record and credit card records.


12. Order and maintain administrative office supplies and other supplies when necessary.

13. Complete data collection and input for child tracking software as appropriate including, but not limited to: recruitment applications, enrollment information, health information, disabilities, nutrition and education.

14. Various other data collection and input including preparing spreadsheets and producing various reports.

15. Greet office visitors pleasantly and appropriately, answer the telephone, route calls and visitors, give the public information regarding program services.

16. Maintain and assist in maintaining records and reports as required. Keep all records, documents and family information confidential. Participate in program training and staff meetings as required.

17. Smoking will not be allowed on Head Start/Early Head Start/Early Head Start-Child Care property. Additionally, no vulgar language is allowed. Cell phone use will be limited.

18. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.

19. Provide all information requested for program documentation in a timely manner.

20. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.

21. Recruit on behalf of EHS-CC by following recruitment procedures. Post flyers, signs, and Head Start applications in community.

22. Coordinate substitute teachers for classrooms as needed. Participate in the interview process and maintain an updated list of current substitutes. Maintain an up to date substitute calendar, which outlines substituting schedule.
23. Continue professional growth by participating in training programs, workshops and conferences as the budget allows. Attend and participate in in-service training and any other trainings, meetings or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.

24. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of EHS-CC and Little Dixie Community Action Agency, Inc.

25. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Program Secretary/Data Entry Clerk reports directly to the Head Start Director and exercises no supervision over other employees.

EDUCATIONAL QUALIFICATIONS

1. Must have an Associates degree in a field related to business.
2. General knowledge of spelling, punctuation, grammar, simple accounting procedures and office procedures and practices
3. Must be computer literate and demonstrate knowledge in word processing and spreadsheet applications
4. Ability to follow oral and written directions ranging in degree from simple to complex
5. Demonstrate the ability to establish and maintain effective working relationships with office and classroom staff and with the public
6. Basic skills in operating most standard office equipment with reasonable speed and accuracy
7. Must have reliable transportation, valid driver’s license and auto insurance
8. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act.

In lieu of education requirements, experience may be considered.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
6. Occasionally must move/carry items weighing up to 30 pounds or more.
7. Frequently must be able to lift at least 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
8. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

________________________________________  __________________________________________
Employee Signature                                                                 Date

________________________________________
Employee Name (Printed)