

Cornerstone Community Action Agency
Job Description
JOB TITLE: Center Administrative Assistant

Exempt (Y/N): No.

Introductory period: 180 days

Supervisor: Center Director

Work Period: 12 months per year

Cornerstone Community Action Agency, Inc. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

SUMMARY: Assist and support the Head Start/Early Head Start center director in providing quality services for children and families. Assist in the day-to-day operations of the center including assisting with center activities, supervision of staff and children, and compliance and knowledge of program services, policies and procedures. Ensure compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Center Administrative Assistant will:

| 1. | Exceeds | Meets | Improvement Needed | N/A too soon to rate |
|--|---------|-------|--------------------|-------------------------|
| <i>Operate in a professional manner at all times:</i> 1) Maintain confidentiality of all HS/EHS family records and information in accordance with HSPPS. 2) comply with CCAA Vision, Mission, and Values and the HSPPS Standards of Conduct | | | | |
| 2. | | | | |
| <i>Be well versed in and ensure compliance in</i> 1) HSPPS 2) child care licensing regulations 3) recommended best practices 4) Cornerstone Community Action Agency policies for classrooms 4) EHS attendance policy 5) recruitment and enrollment policies | | | | |
| 3. | | | | |
| Child abuse and neglect: 1) know and recognize indicators of child abuse and neglect. 2) know and follow Child Care Licensing and program policies concerning reporting. 3) keep up-to-date on legal reporting requirements. All staff in child care centers are mandated reporters. Let the teacher and/or center director know if you have a | | | | |

| | | | | |
|--|---------|-------|--------------------|-------------------------|
| concern. | | | | |
| 4. | Exceeds | Meets | Improvement Needed | N/A too soon to rate |
| Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of CCAA programs in compliance with CCAA, HIPAA and other federal and state confidentiality regulations. | | | | |
| 5. | | | | |
| Attendance on a regular basis is required. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. | | | | |
| 6. | | | | |
| Manages all front desk activities, including greeting visitors, enforce sign-in safety procedures, which may include asking for picture identification, answering all incoming calls and transfer them to the appropriate person or take messages. | | | | |
| 7. | | | | |
| Perform clerical duties, such as copying, monitor center supplies and copier needs, sending faxes/scans, order supplies, and verify delivery of supplies, complete requisitions for supplies and materials. | | | | |
| 10. | | | | |
| Maintain the front office area so it is clean, organized, and inviting to children and families. | | | | |
| 11. | | | | |
| Provide support to the Staff, Center Director, and Managers in carrying out tasks to support the Head Start and Early Head Start program. | | | | |
| 12. | | | | |
| Assist in collecting meal counts and the delivery and return of meal carts as needed. Assist with CACFP as needed. | | | | |
| 14. | | | | |
| Assist in kitchen and classrooms as needed. | | | | |
| 15. | | | | |
| Attend staff meetings as requested. | | | | |
| 16. | | | | |
| Enter data as needed | | | | |
| 17. | | | | |
| Complete other duties as assigned by Center Director. | | | | |

General Responsibilities The staff member will:

| 1. | Exceeds | Meets | Improvement Needed | N/A too soon to rate |
|---|---------|-------|--------------------|----------------------|
| <i>Appearance:</i> Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code. | | | | |
| 2. | | | | |
| <i>Reliability:</i> Ensure he/she can be counted on to carry out assigned responsibilities independently. | | | | |
| 3. | | | | |
| <i>Safety:</i> Safely and properly use, maintain and operate all equipment for carrying out duties. | | | | |
| 4. | | | | |
| <i>Punctuality:</i> Employee observes regularly scheduled work hours. | | | | |
| 5. | | | | |
| <i>Compliance:</i> Employee follows CCAA, Head Start, and licensing policies, procedures, and established regulations | | | | |

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

Qualification Requirement

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.

Education and Experience

Must be 18 years old or older and have a high school diploma or G.E.D.

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Reasoning Ability

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, and word processing software.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the general public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to lift or move up to 25 pounds.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: _____ Date: _____