

## Missouri Ozarks Community Action

<b>Job title</b>	<i>ERSEA Assistant/Professional Development Registrar</i>	<b>Grade</b>	6	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>EARLY/HEAD START PROGRAM DIRECTOR</i>	<b>Step</b>		<b>Unit</b>	HEAD START

### Job purpose

This is a position based out of central office whose primary duty is to provide administrative support for ERSEA and Track Professional Development Data for the Head Start/Early Head Start Program. Secondary duty is to assist with other Head Start/Early Head Start component areas clerical needs. Supervised by the Early/Head Start Program Director.

### Duties and responsibilities

#### Job Specific:

1. Responsible for assisting component specialist with clerical duties.
2. Assist in the complete and accurate collection, entry, maintenance of data, records, related to the application, eligibility, recruitment, selection, enrollment and attendance of children and families of the Head Start program.
3. Assists with the recruitment, application, enrollment and registrations of families into the program.
4. Track daily attendance for classrooms and follow-up on absenteeism.
5. Assist with the distribution of monthly reports, such as attendance, meal count, enrollment, etc.
6. Assists with training and assistance to field staff as needed.
7. Assists with finding resources and/or materials to enhance program effectiveness.
8. Assist with data collection and data entry.
9. Data entry of employee demographics, education, training, and special services information.
10. Assists with the arrangement of new employee orientation.
11. Maintain records filing systems, both manual and computerized.
12. Will be available to conduct fingerprinting for the purpose of background checks of proposed staff or general public. (only if certified to do so)

#### General Duties:

13. Assist in identifying and recruiting prospective families and volunteers for Head Start.
14. Updates, monitors, and follows policies, procedures, and forms on agency website as needed.
15. Participates in management staff meetings, or obtain meeting information, and attends trainings as needed.
16. Participates in the planning and implementation of the annual self-assessment process.
17. Submits required program reports in an accurate and timely fashion.
18. Ensure that PIR reporting is accurate.
19. Maintain and update policies procedures and handbooks per Federal/State regulations, agency directives and guidelines.
20. Provides assistance and administrative support to the Early/Head Start Program Director as necessary.
21. Plan and/or conduct staff professional development.
22. Contributes to the development of program proposals and Community Assessment, as requested.
23. Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure.
24. Participates in annual strategic planning processes.
25. Participates in annual budget planning processes.
26. Work in cooperation toward common goals with all other areas (Education/Disabilities/ Mental Health/Health/Nutrition/PFCE/Facilities & Transportation/ERSEA) within Early/Head Start Program.
27. Perform other duties and tasks as assigned or needed.

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### Integrity

1. Ensure confidentiality of customers, agency, and co-workers.
2. Understand and promote the goals and philosophy of Head Start.
3. Has general knowledge of and adheres to Head Start Performance Standards and the agency's mission statement.
4. Adheres to the MOCA Standards of Conduct and the NAEYC Code of Ethical Conduct.
5. Establish and maintain good working relations with other service providers, including co-workers and community.
6. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
7. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
8. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
9. Attend all staff meetings and required trainings.
10. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
11. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least two hours prior to scheduled shift.
12. Reports to work area ready to begin work at the assigned time.

### Preferred Qualifications

1. Associate Degree in Accounting or related field preferred.
2. High School or GED equivalent
3. Two years related experience in relevant office/administrative experience.
4. Knowledge of the local social service system.
5. Impeccable customer service skills.
6. Possess excellent communication skills (writing, spelling, listening, and speaking).
7. Ability to communicate and work with a variety of people from diverse backgrounds.
8. Working knowledge of Community Action and its programs.
9. Cooperate as a team member.
10. Ability to work without close supervision.
11. Utilize time management techniques.
12. Proficiency in word processing, spreadsheet, database, and presentation software.
13. Demonstrate knowledge and good judgment in matters of policy and procedure.

### Minimum requirements

1. High School or GED equivalent
2. Some experience in office administration
3. Ability to communicate effectively in both written and oral form.
4. Possess basic math skills.
5. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
6. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
7. Continuous and ongoing pursuit of improved education and credentials of this position.
8. Medical examination report on file within thirty (30) days of beginning work in the facility. The medical examination report shall include either a Tuberculosis (TB) Risk Assessment form, completed and signed by a health care professional, or a negative tuberculin skin test (TST) completed not more that twelve (12) months before beginning work in the facility.
9. Demonstrate dependable transportation, current insurance, and valid driver's license.
10. Able to travel out of area on occasion for training; trips of two to five days.

### Direct reports

Not applicable

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### Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

### Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending state and federal criminal background check and a drug screen.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_