

**BEAUFORT JASPER EOC
HEAD START PROGRAM
JOB DESCRIPTION**



POSITION TITLE Center Assistant		STATUS Non-Exempt
COMPONENT Clerical	SUPERVISOR Center Manager	PROJECT Head Start/Early Head Start

SUPERVISORY RESPONSIBILITY:

Office Manager.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Center Manager in making appointments, managing the Center Manager schedule, and assist with the DSS licensing process and/or visits.
2. Greet those who walk into the school office, answer phone calls, take messages and sort mail.
3. Assist with signing parents in/out of the center
4. Maintaining and Monitoring Child Emergency Contact Information in the office
5. Typing and sending out school documents (as required)
6. Timely and accurate data entry into ChildPlus
7. Registers and releases students to school and maintains attendance records
8. Responsible for learning the Head Start Program Performance Standards and DSS Child Licensing Regulations
9. Assist with handling all employee licensing files and keeping them up to date.
10. Assist with handling all employee relations, such as filing complaints and maintaining employee attendance reports.
11. Assist Center Manager with substitute requests when an employee calls out sick.
12. Assist in bus arrival and departure duties as assigned
13. Conduct facility/health and safety checks (as assigned)
14. Cover the Head Start/Early Head Start location, act has designee, when the Center Manager is absent.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

FRINGE BENEFITS:

All employees are eligible after completing ninety-day probationary period.

1. Annual Leave, Sick Leave, Health Insurance (including medical and dental plan), and Pension/Retirement Plan

QUALIFICATIONS:

Possess an associate's or bachelor's degree in a business-related or human resources discipline. The successful candidate will have experience working in a professional office setting, proficient in Microsoft Office programs, such as Excel and Outlook. Be extremely organized and able to multitask. Experience troubleshooting technology issues and database experience is highly desirable.