



Employee Job Description
Position Title: Head Start Center Receptionist/Clerical Assistant/Extended Day Child Care Provider
Position ID #
Facility: Head Start Building
Job Family: Head Start Comp Grade: 14.75 (start, depends on experience/qualifications) Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

This position has 2 distinct sets of responsibilities and requirements: Provide supervision to the front entrance of the Head Start building during regular Head Start hours. Clerical duties including but not limited to data entry, voucher creation, ordering of supplies and other clerical duties as needed throughout the day. Provides before/after care activities for children in extended day program and/or serves as a bus monitor on our a.m. and p.m. bus routes. Must enjoy working with large groups of young children and meet WI state licensing requirements for Assistant Teacher or be willing to take 1 unit non-credit course to become Assistant Teacher qualified.

Essential Functions:

From 7:15-2:30 P.M. Receptionist/Clerical Assistant position requires:

- Answer, transfer and/or take messages on incoming phone lines
- Relay any messages involving child pick up to bus drivers via radios in office
- Greet and sign-in visitors, checking for proper identification when necessary, and provide information on the location of the person they are inquiring..
 - Maintain accurate list of visitor's check-in and check-out
- Assist parents and children with ensuring that children arrive safely in their designated classroom.
- Be professional and courteous at all times.
- Create documents and spreadsheets and announcements using Microsoft word, excel and publisher

- Maintaining and data entry on various spread sheets to support Head Start and State of WI licensing requirements
- Collect and record all volunteer time/in-kind records.
- Bus Monitor on Head Start buses as needed to support program
- Assist teachers with break times

From 7:30-8:00 a.m. 2:30-4:30 P.M.: Extended Day Assistant Teacher

- Supervise group of 3-5 year old children in extended day program
- Actively interact and initiate activities for children on daily basis Monday-Thursday
- Ensure health and safety practices per state of Wisconsin child care licensing requirements
- Perform all duties required of an early childhood assistant teacher
- Any other duties assigned by supervisor

OR

Ride on a.m. and/or p.m. bus routes as bus monitor (depends on needs of program)

Type of Supervisory Responsibilities: Supervising group of 3-5 year old children per State of WI Assistant Teacher requirements

Supervisory Responsibilities: Child related only; no supervision of adults

Directly Reporting to: Head Start Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Represents Head Start Center Program in a professional manner through interactions and communication to all visitors, parents, and staff at all times. Supports Head Start Program in all aspects of program such as but not limited to: bussing, teacher support, answering parent inquiries or directing to appropriate staff, greeting and interacting with all visitors to program. Creates and maintains records, spreadsheets and documents as needed and appropriate as identified by Supervisor. Supports program as assistant teacher in Extended Day program or as bus monitor on a.m. and p.m. bus routes.

Physical Demands/Environment Factors:

- Requires sitting, standing, stooping and actively supervising and playing with young children
- Ability to lift up to 50-60 pounds.
- Requires significant use of personal computer, phone and general office equipment.

- Repetitive motions/actions on computer
 - Development of excel spreadsheets and other documents to support smooth running of Head Start program
- Adequate visual acuity, ability to grasp and handle objects.
- Ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Cleaning of office area and assisting in cleaning of rest of Head Start building as needed.
- Ability to work M-Th, 10 hour shifts; start and end times may vary
- Requires off-site travel on bus routes as Monitor as needed

Minimum Qualifications

- High School diploma or GED
- Proficiency in Microsoft Word, Excel, Publisher,, and One Note
- Ability to learn other software programs that support smooth running of program and compliance to all Head Start Program Standards and State of Wisconsin Early Childhood licensing requirements
- Requires basic to intermediate level computer skills
- Requires math skills in ability to do multiplication, division and % with accuracy
- Requires strong interpersonal skills and ability to interact with a diverse group of individuals.
- Ability to work collaboratively with all levels of employees and managers.
- Strong verbal and written communication skills.
- Requires great attention to detail to ensure accurate fiscal procedures such as payment vouchers
- Strong customer service abilities
- Ability to complete and pass 1 unit course required by State of WI Department of Children and Families for Assistant Child Care teachers (Head Start will pay for course) within first 90 days of employment

Preferred Qualifications:

- Clerical experience
- Associate degree in accounting, business management or office services
- Early Childhood Education teaching experience

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EPIP Date	Employee Printed Name	Employee Signature
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Date

Supervisor Printed Name

Supervisor Signature

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.