

CONTENT AREA ASSISTANT

Print

Job Code:	CT1	Division:	HEAD START
Branch:	050-HEAD START MANAGEMENT BLDG	Department:	CONTENT AREA ASSISTANT
Reports To:	PROGRAM MANAGER	Pay Grade:	Pay Grade E
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	HR DIRECTOR	Date Prepared:	06/22/2020
Approved By:	BOARD & PC	Date Approved:	

Summary

Content Area Assistant -- CT1

Essential Duties & Responsibilities

Assist the Curriculum Director with general office duties as assigned
Complete assigned tasks for Education Management Team
Complete assigned tasks for the Head Start Management Team
Assist the Education Team with purchase process to ensure program obtains best value for expenditures on good and services
Coordinate and schedule delivery of Educational goods and supplies to Campuses
Provide support to Head Start Team with training on new staff
Assist the Head Start Management Team with New Hire Orientation as assigned
Track office supplies as the the Head Start Management Building and complete tasks to have supplies restocked as needed
Assist the Curriculum Director with Campus Director Meetings and Education Team Meetings, as assigned

Other Duties

Attend meetings as necessary to determine Education Content Area needs/requirements
Involvement with Head Start Committees as assigned
Contribute to Team effort by completing other duties as indicated

Qualifications

Graduate of an accredited High School Program required
Experience with federal funding grants preferred
Strong organizational skills required
Computer literate -- experience with Word and Excel required
College hours or Associate Degree preferred

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time
Some lifting and bending
Long periods of computer use

Training

Annual in-service
First Aid/CPR
Any mandated training

Decision Making

Exercise discretion and independent judgement

Financial Responsibilities

Budget; Requisitions; Documentation of expenditures

Communication

Ability to communicate effectively, both orally and written

Benefit Summary

Employee Type: FT 80
Benefits: Refer to Policy 301
Leave Type: PL85
Summer Admin: Full

Equipment Used

General office equipment

Work Environment

Campus and office

Employee's Signature

Date