



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Family & Community
Partnerships (FCP)
Division Assistant

DEPARTMENT: Family &
Community
Partnerships

FLSA STATUS: Non-Exempt
PAGE: 1

OVERALL PURPOSE:

This position is responsible to provide clerical support to the FCP, Health, and Program Governance Divisions.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail **and voicemail** daily and use basic word processing **and company management systems. (i.e. ChildPlus)** ~~to create written communication.~~
- Refrains from divulging confidential information **regarding students, families or employees.**
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner **including on social media.**

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- **Responds to internal and external customer service inquiries in a timely manner.**

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- **Represents agency in a professional manner when attending any agency program or event.**

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- **Follows all policies and procedures in Employee Handbook.**
- **Follows Recognizing Child Abuse and Mandated Reporter procedures.**

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.



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ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Maintain all family engagement documentation.

PERFORMANCE MEASURES:

- File family engagement documentation as completed by center.
- Annually, prepare Family Engagement files for each center.
- Maintain records of individual center parent committee funds and submit purchase requests to Policy Council for approval.

2. Facilitate communication with parents.

PERFORMANCE MEASURES:

- Copy minutes of meetings and distribute to appropriate individuals within one week of the meeting.
- Prepare and distribute memos, flyers, and family engagement correspondence to parents.
- Copy, assemble, and distribute Welcome to Head Start, Community Resource book, and other resource booklets.

3. Coordinate the school picture process.

PERFORMANCE MEASURES:

- Schedule school pictures prior to the start of the year.
- Distribute information to all centers at least two weeks prior to picture day.
Ensure students scheduling pictures have their picture taken and schedule retake picture dates for students who miss original dates.

4. Attend Policy Council meetings and record minutes.

PERFORMANCE MEASURES:

- Attend Policy Council meetings and record minutes in conjunction with the Policy Council secretary.
- Prepare accurate meeting minutes and agenda
- Distribute reports and appropriate information from managers to the Policy council representatives within one week of the meeting.
- Provide meeting notices, etc. to Council members to allow for a one week response time.
- Distributes approved minutes to all centers and post in Greenwood within one week of approval.
- Maintain copies of all Policy Council information in a documentation binder in a manner that is easily accessible.
- Set up for Policy Council meeting space to eliminate delays in the meeting.
- Upload Policy Council information to CABC board section of the website.
- Assist Policy Council Treasurer with writing reimbursement checks and maintaining the Policy Council Parent Activity account.
- Assure up to date contact information for policy council members to ensure timely communication

5. Provide clerical support to Program Managers.

PERFORMANCE MEASURES:

- Prepare correspondence, reports, etc., with a high level of accuracy.
- Complete assigned clerical duties within deadlines provided.
- Maintain files for the Head Start Nurse and Family Community Partnership manager.
- Order Health and Nutrition and FCP supplies on a ~~quarterly~~ **monthly** basis.
- Assemble and maintain First Aid kits.
- Distribute dental supplies (toothpaste, toothbrushes, cups, etc.)
- ~~Enter deposits into Alpha 5.~~
- **Complete all year-end filing for FCP, Health and Education Departments.**
- **Enter Batelle scores and pedestrian screenings in ChildPlus.**
- **File all health forms.**



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6. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend all DST meetings as scheduled.
- Attend all assigned trainings.

~~7. Setup and maintain phone service for agency~~

- ~~• Establish and cancel phone service as necessary~~
- ~~• Setup and assign voice mail for all staff~~
- ~~• Maintain pass codes and assist in updating main greetings as necessary~~
- ~~• Update voice mail directory as necessary and upload to website.~~

8. Complete administrative projects.

- Scan all child physical, dental and immunization levels.
- Complete all family engagement invitations.
- Order food and supplies for all family engagement activities.

9. Assist with **obtaining and monitoring** volunteer clearances.

OTHER DUTIES OF JOB:

1. Perform other ~~related~~ duties as required.
2. Assist with All Staff trainings.

SUPERVISION RECEIVED:

Supervision is **typically** received from the FCP Manager.

SUPERVISION ADMINISTERED:

This position **typically** does not require the supervision of staff.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Ability to adapt to a constantly changing work environment
- Ability to manage multiple projects/tasks
- Ability to work under high pressure for results
- Maintain a high level of record keeping/routine paperwork
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others
- Work in a closely supervised environment

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to use both hands.

Frequently Incurred (Between 25% - 75% of time on job)

Ability to walk, Ability to sit, Repetitive finger movement, Ability to use both legs Ability to communicate orally, Ability to hear conversation, Ability to climb stairs.

Occasionally Incurred (Less than 25% of time on job)

Ability to stand, Ability to lift up to 25 lbs., Ability to carry up to 25 lbs., Ability to operate truck/motor vehicle.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

This position **typically** requires work in a normal office environment.



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PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

This position **typically** does not require the use of personal protective equipment.

QUALIFICATIONS:

EDUCATION

- High School Diploma or General Education Degree (GED)

EXPERIENCE/TRAINING

- Six months to one year related experience/training in an office environment.

LICENSE/CERTIFICATION

- Valid Drivers License
- Act 33/34/73 **34, 83, 151** Clearances

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Recognizes problems and provides feedback or documentation to assist with resolving the problem.

COMMUNICATION SKILLS

- Consistently uses good listening skills to remain informed and acts upon or acknowledges receipt of information.
- Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.

MATH SKILLS

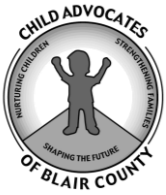
- Performs basic mathematical functions, percentages, ratios, etc.

COMPUTER KNOWLEDGE

- Word Processing Software
- Spreadsheet Software
- Internet/E-Mail
- Desktop Publishing

OTHER CHARACTERISTICS

- Documentation and observation skills.
- Strong organizational skills.
- ~~Ability to follow established confidentiality policy.~~
- Ability to use various office equipment, i.e., **computers**, copier, fax, ~~shredder~~, printer, etc.
- Working knowledge of applicable regulations and personnel policies.
- Ability to prioritize tasks.



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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date