

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: PROGRAM ASSISTANT, EARLY CHILDHOOD/AFTER SCHOOL PROGRAMS

BASIC FUNCTION:

Under the direction of the Director of Early Childhood/After School Programs, oversee, coordinate, organize and perform day-to-day advance level secretarial and administrative duties in the District Early Childhood/After School Office supporting infant, toddler, preschool and school-age care and enrichment; provide secretarial assistance to the Director of Early Childhood/After School Programs ; serve as a liaison between staff, parents, District personnel, vendors, contractors, and the community; in accordance with federal, state and District policies, and those mandated by our licensing agency.

REPRESENTATIVE DUTIES

- Receive, respond to or route inquiries from staff, parents and the community regarding Early Childhood and After School Programs, care needs, tuition, registration and programming, staff development and licensing regulations; compose, type and edit letters to parents, staff and agencies pertaining to department issues.
- Manage Early Childhood/After School Programs Office; maintain calendar for Early Childhood and After School Programs; coordinate schedules and communicate with others regarding meetings, appointments, and other activities. Plan and organize office procedures.
- Assist Director of Early Childhood/After School Programs with the management and student registration activities of early childhood and after school programming, year-round. Update and maintain Early Childhood and After School Programs websites.
- Prepare, maintain and update Early Childhood/After School Programs database, including the enrichment registration system.
- Communicate with vendors to obtain pricing and other relevant information; cost-saving measures; prepare orders/requisitions for all supplies, materials and equipment, coordinating department ordering for all Early Childhood/After School Program staff and summer program staff; ensure orders are correct; disperse accordingly.
- Receive, review, and forward for processing payment statements from vendors and service providers.
- Interview and screen callers and visitors; provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations; take detailed messages as needed.
- Enroll students and update information in the Early Childhood and After School Programs registration and billing system, including the after school enrichment program system.
- Type a variety of items including reports, communications, requisitions, forms, letters, legal documents and other materials; establish, modify and maintain project and confidential filing systems. Prepare and/or edit correspondence from the Director of Early Childhood/After School Programs.
- Schedule meetings, conferences, interviews and appointments; create and maintain the office calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.

- Review or prepare a variety of materials and documents, including financial documents, purchase orders, invoices and inventory records; order supplies, forms and materials and pick up orders as necessary; assure adequate forms and supplies to support program operations.
- Prepare and send out notices of meetings; collect and compile information for meetings; prepare and distribute minutes, materials and agendas for appropriate meetings.
- Respond to inquiries by vendors, school sites and other agencies regarding status of requisitions, purchase orders, packing slips, invoices and licensing requirements.
- Generate contract and performance agreements for approval by Director of Early Childhood/After School Programs, Superintendent and the Board of Trustees.
- Maintain a variety of complex personnel records, time sheets, lists, files, reports and records, including confidential materials; maintain confidentiality of information and files according to established rules and guidelines.
- Receive, screen and route mail and telephone calls for the Early Childhood/After School Programs Department.
- Operate a variety of office equipment: a computer, facsimile, copier, calculator and others as assigned.
- Communicate with outside organizations, the public and parents to exchange information, coordinate activities and resolve issues and concerns; compile information for federal, State and District reports and special projects as assigned.
- Train and provide work direction to office staff as assigned; provide input during performance evaluations as requested.
- Assist in monitoring and analysis of Early Childhood and After School Programs site and program budgets as assigned.
- Coordinate in-service sessions as assigned; schedule speakers, reserve facilities, arrange for and provide refreshments, copy appropriate materials and evaluate forms. Record attendance and process reimbursements for staff at conferences and workshops.
- Type, edit and update changes to the annual staff and parents Early Childhood and After School Programs handbooks reflecting current state/federal laws and licensing policies; provide for distribution to all parents enrolled in Early Childhood and After School Programs.
- Prepare and communicate Board agenda items as appropriate.
- Provide support to staff including providing various student information, assisting with field trips, assemblies, form and evaluation completion, and ordering supplies.
- Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies, procedures, principles and practices used in professional accounting and auditing work
- Modern office practices, procedures and equipment
- Record-keeping and filing techniques
- General school and/or district office practices
- Applicable laws, codes, rules and regulations related to assigned activities
- District organization, operations, policies and objectives
- Operation of a computer and assigned software including Microsoft Office
- Correct English usage, grammar, spelling, punctuation and vocabulary

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- CPR and First Aid.

ABILITY TO:

- Manage Early Childhood/After School Programs Office
- Provide secretarial assistance to the Director, Early Childhood/After School Programs
- Analyze and resolve problems and draw accurate conclusions
- Maintain a variety of specialized and basic records, reports and files
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Operate a variety of office machines including, but not limited to, calculator, facsimile, photocopier and printer
- Operate a computer and related software including Microsoft Office, Early Childhood/After School Programs software and applications
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little supervision
- Meet schedules and deadlines
- Plan and organize work
- Work confidently with discretion
- Meet schedules and deadlines
- Work independently
- Perform duties effectively with many demands on time and constant interruptions
- Establish and maintain effective working relationships
- Communicate effectively, both oral and written
- Understand and follow oral and written directions
- Work confidentially with discretion

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by course work in accounting or bookkeeping and four years clerical accounting experience maintaining automated financial and statistical records or closely related experience. A Bachelor's degree in a related field is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and First Aid

WORKING CONDITIONS:**ENVIRONMENT:**

- Busy office environment with frequent interruptions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file and retrieve materials
- Sitting for extended periods of time

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 32.