



NOTICE OF VACANCY

- Position:** Office Support-Dept. of Early Childhood Education-205 days
- Mission:** To educate, support, and connect the children and families of Cass County
- Summary:** Cultivate supportive, empowering relationships with children and families in high quality early childhood setting to help young children learn and grow to their fullest potential.
- Qualifications:** An Associate's degree in communications, business, applied science, or a related field is preferred. Training or experience in effectively supporting administrative functions of programs supporting early childhood education preferred.
- Key Attributes:**
- Relates well with people
 - Communicates effectively orally and in writing
 - Planning and organizational abilities
 - Manages time efficiently
 - Confidential
 - Dependable
 - Learner
 - Professional appearance and behavior
 - Technologically savvy
 - Flexible, problem solver
 - Believes in the impact of early childhood education
- Reports to:** Heritage SW ISD Director of Early Childhood
- Compensation:**
- \$16.00 an hour
 - 205 work days per year
 - 7 paid holidays per year
 - 8 hour work day
 - Single Subscriber Insurance offered or \$5,850 cash in lieu annually
- Professional:** Participates in continuous professional learning as required by district policy. Follows the policies and procedures of the school district. Demonstrates a sense of professional responsibility.
- Program:** This role supports the education of young children through Heritage Southwest ISD:
Great Start Readiness Program (GSRP)
Strong Beginnings Program (SB)
Parents as Teachers Program (PAT)
Great Start Collaborative (GSC)

Program Description:

HSISD Administration:

- 1. Assists with effective and efficient communication, printing, and distribution of all early childhood department instructional, enrollment and promotional materials*
- 2. Manage finances for the office including: credit cards, purchase orders, and house accounts*
- 3. Manage the ordering and coordination of materials, equipment and supplies for early childhood programs, upon approval from Director*
- 4. Coordinate conference, hotel, and travel arrangements for early childhood staff, upon approval from Director*
- 5. Record and archive notes for key program meetings*
- 6. Coordinate food and resources for key program meetings and events*
- 7. Assist Director in maintaining clean, organized office spaces that reflect the brand of the ISD department*

Great Start Readiness Program (GSRP) & Strong Beginnings Program (SB)

- 1. Assign the Michigan Unique Identification Code (UIC) for each child*
- 2. Maintain and archive child/family files*
- 3. Assist with program records for regulatory purposes*
- 4. Assist with employee requirements for licensing, including fingerprinting*
- 5. Assist in managing the required licensing materials for classrooms*
- 6. Assist in compiling and uploading required documents and supporting continuous quality measures for the Michigan Great Start to Quality Star Rating System*
- 7. Enter Michigan Care Improvement Registry (MCIR) for all children in the GSRP and SB programs, including the communicable disease reporting*
- 8. Create invoices for tuition and track payments*
- 9. Other duties as assigned*

Great Start Collaborative (GSC)

- 1. Assists with effective and efficient communication, printing, and distribution of GSC marketing and promotional materials*
- 2. Manage the ordering and coordination of materials, equipment and supplies for GSC, upon approval from Director*
- 3. Record and archive notes for key program meetings, specifically the bimonthly Great Start Collaborative meeting, Capacity Development Workgroup, and the Steering Team Workgroup*
- 4. Coordinate food and resources for key program meetings*
- 5. Coordinate food and resources for key early childhood community events*
- 6. Other duties as assigned*

Parents as Teachers (PAT)

- 1. Assists with effective and efficient communication, printing and distribution of PAT marketing and promotional materials*
- 2. Assign the Michigan Unique Identification Code (UIC) for each child*
- 3. Maintain and archive child/family files*
- 4. Assist Director and PAT staff in organizing data and materials to attain Blue Ribbon status*
- 5. Other duties as assigned*

Work Environment

- 1. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, see, and hear*
- 2. The employee is frequently required to stoop, kneel, crouch, crawl and reach with hands and arms*
- 3. The employee may occasionally lift and/or move up to 60 pounds*
- 4. Travel is required for support of countywide programs*
- 5. Noise levels are typically moderate*

Evaluation:

Performance review will be based on Heritage Southwest ISD board policy for continuous improvement and fluency with job requirements.

Deadline for Application

Until Filled

Posting Date: 9/11/23