



# Romoland School District

## JOB DESCRIPTION

### PROGRAM ASSISTANT-EARLY CHILDHOOD EDUCATION

#### Summary:

Under the supervision of the Director of Early Childhood Education, provide programmatic and fiscal support to district wide early childhood programs while ensuring the confidentiality of all materials and information.

#### Essential Job Functions:

- Assist Director with overall program activities and site operations.
- Communicate with management and other district and county personnel regarding topics such as activities, schedules and technical information.
- Maintain files and records for the purpose of ensuring accuracy and availability of required information and to comply with federal/state/county regulations.
- Respond to inquiries from staff and the public.
- Review regulations (e.g. Board policies, bargaining agreements, program requirements, operational procedures) for the purpose of verifying accuracy of data and ensuring compliance with established policies and procedures.
- Schedule and coordinate conferences, appointments, meetings, travel arrangements and interviews.
- Ability to respond to occasional requests for assistance outside of normal business hours.
- Communicate with outside vendors including the processing of contracts and coordination of services.
- Assist in the preparation of materials required for various district level meetings. This includes organization of agenda items for School Board meetings.
- Monitor compliance, budgetary and legal requirements as they impact department programs.
- Assist with the development and organization of departmental budgets.
- Prepare purchase requisitions and monitor purchase orders.
- Create financial documents while adhering to legal and procedural requirements.
- Submit program and fiscal reports within provided timeframes.
- Perform complex clerical work and make above average mathematical calculations with speed and accuracy.
- Learn and apply pertinent policies, laws, rules and procedures affecting purchasing transactions, purchasing practices and record-keeping requirements as directed.
- Understand and carry out oral and written instructions, policies and procedures in an independent manner.
- Attend meetings as required for the purpose of maintaining skills and gathering and/or conveying required information.
- Other duties related to essential job functions as needed.

Essential Job Requirements-Qualifications:

**Skills, knowledge and/or abilities Required:**

- Skill to operate office equipment.
- use English in both written and verbal form, use correct spelling, grammar and punctuation.
- Knowledge of computer hardware, software and other technology.
- Perform complex computer data entry and retrieval systems as designated.

Experience and Education:

- Two (2) years experience of office work at a responsible level, preferably including experience in a Head Start or State Preschool setting.
- Four years of experience with financial record keeping, preferably within a school district, Head Start or State Preschool position; or any combination of training and experience that could likely provide the desired knowledge and abilities.
- Bachelor Degree in accounting, business, fiscal management, or related field

Licenses, Certificates and Testing Required:

- Fingerprint clearance, FBI and DOJ
- Tuberculosis clearance
- Current physical (no more than a year old)
- Immunizations: Measles, Pertussis (Whooping Cough), and Flu
- First Aid Certificate
- Infant and Child CPR Certificate
- Class C California Driver's License and proof of automobile liability insurance

Physical Requirements:

- Work Environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, Mental and emotional stamina to work up to an eight hour shift under sometimes stressful conditions with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the position and to write, file maintain records and prepare reports
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Work Year: 12 Months

Hours: 8

Salary: Row 5 (State Preschool Salary Schedule)