



## JOB DESCRIPTION

### EARLY CHILDHOOD EDUCATION - PROGRAM ASSISTANT

#### **Job Summary:**

Under the direction of the Director of Early Childhood Education, provide programmatic and fiscal support to district wide early childhood program.

#### **Example of Duties:**

1. Assist Director with overall program activities and site operations.
2. In the absence of the Enrollment Clerk, or at high demand periods, provides support to the Enrollment Clerk.
3. Communicate with management and other district and county personnel regarding topics such as activities, schedules and technical information.
4. Maintain files and records for the purpose of ensuring accuracy and availability of required information and to comply with district/federal/state/county regulations, and policies.
5. Respond to inquiries from staff and the public.
6. Review regulations for the purpose of verifying accuracy of data and ensuring compliance with established policies and procedures.
7. Schedule and coordinate conferences, appointments, meetings, travel arrangements and interviews.
8. Communicate with outside vendors including the processing of contracts and coordination of services.
9. Assist in the preparation of materials required for various district and grantee level meetings. This includes organization of agenda items for School Board meetings.
10. Monitor compliance, budgetary and legal requirements as they impact department programs.
11. Assist with the development and organization of departmental budgets.
12. Prepare purchase requisitions and monitor purchase orders, including maintaining inventory records.
13. Maintain financial documents while adhering to legal and procedural requirements.
14. Submit program and fiscal reports within provided timeframes under the guidance of the ECE Director.
15. Orient substitutes and new staff to the school and its procedures; schedule and recruit site substitutes in coordination with the Human Resources Department.
16. Maintain daily records of staff and substitute attendance and submit monthly attendance for all staff.
17. Register staff for conferences, complete registration process, purchase requisitions, and travel arrangements.
18. Learn and apply pertinent policies, laws, rules and procedures affecting purchasing transactions, purchasing practices and record-keeping requirements as directed.

19. Participate in staff meetings and on-going professional development opportunities.
20. Perform related duties as assigned.

## **Qualifications**

### **Knowledge of:**

Modern office practices; methods and procedures; appropriate English usage, spelling, grammar, punctuation and arithmetical concepts; standard office machines and equipment including computers; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

### **Ability to:**

Plan, prioritize, organize work of self and others; perform responsible complex clerical work; understand and prepare reports; type understand and carry out oral and written directions; establish and maintain cooperative working relationships, communicate accurately, effectively and courteously orally and in writing to a diverse audience often under busy and/or difficult situations.

### **Physical Requirements:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions. Physical Demands: Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (continuously); Squat, kneel, push, pull, climb stairs (frequently); Lift and carry items to 10 pounds (continuously), to 25 pounds (frequently); Grasp/manipulate materials and supplies (frequently); Use vision, hearing and speaking (continuously).

In compliance with the Americans with Disabilities Act (ADA), the Romoland School District will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. RSD encourages both prospective and current employees to discuss potential accommodations with the Humans Resources.

### **Experience and Education:**

Two (2) years experience of office work at a responsible level, preferably including experience in a State Preschool setting or public school setting.

Experience with financial record keeping, preferably within a school district or state funded early childhood program, (such as Head Start or State Preschool).

### **Required Licenses and/or Certificates:**

Fingerprint clearance, FBI and DOJ

Tuberculosis clearance

Physical (prior to employment, within the past year)  
Immunizations: Measles, Pertussis (Whooping Cough), and Flu  
First Aid Certificate/CPR Certificate for Infant and Child

**Employment Status:**

Classified Bargaining Unit position

**Work Year:**

247 days (24-25 school year only)

**Row:**

6 - ECE Salary Schedule

**Revised:**

12/17/24

**Board Approved:**

8/13/19