

JOB DESCRIPTION

Otero Junior College Child Development Services

Jamie Swartz,
Director

CENTRAL OFFICE:
200 Burshears
Mailing address
1802 Colorado Ave.
La Junta, CO 81050
(719) 384-1090
FAX: (719) 384-1096

CENTERS:
**Granada Migrant & Seasonal
Head Start**
100 Snowden
P.O. Box 136
Granada, CO 81041
(719) 734-5507

**Manzanola Migrant &
Seasonal Head Start**
11286 Hwy 50
Manzanola, CO 81058
(719) 462-5080

**Boone Migrant & Seasonal
Head Start**
300 Baker Avenue
Boone, CO 81025
(719) 947-1257

**Alamosa Migrant & Seasonal
Head Start**
9768 S. 103 Rd.
P.O. Box 324
Alamosa, CO 81101
(719) 589-8683

**Center Migrant & Seasonal
Head Start**
980 S. Broadway #26
Center, CO 81125
(719) 754-2971

JOB TITLE:

CENTER SECRETARY

SUPERVISION RECEIVED: Center Manager

SUPERVISION EXERCISED: None

SALARY: \$11.61/hr.

SUMMARY: To provide secretarial services for the Center, Staff and Child Development Services in a professional and competent manner.

JOB DUTIES:

1. Adhere to Otero Junior College Child Development Services policies and procedures.
2. Comply with Migrant and Seasonal Head Start Performance Standards and State of Colorado Rules and Regulations for Child Care Centers.
3. Support and implement the mission and goals of Otero Junior College Child Development Services.
4. Encourage and support parent involvement in all aspects of the Migrant & Seasonal Head Start program.
5. Participate in all required in-service training and applicable workshops.
6. Answer all incoming calls and route calls in a thorough, courteous and professional manner. Take written messages and ensure delivery to appropriate staff.
7. Greet parents and visitors in a respectful manner and provide assistance when requested and appropriate.
8. Maintain orderly reception and office area.
9. Assist Center Manager in maintaining current center enrollment lists of children.
10. Open files for enrolled children under the direction of the Center Manager.
11. Maintain up-to-date children's files through ongoing filing of records into children's file.
12. Assist in the closing of children's files under the direction of the Center Manager.
13. Print, collate, and distribute information and projects as assigned by the Center Manager.
14. Maintain adequate supply of current forms, materials, and office supplies. Remove all outdated forms and replace with current forms.
15. Compile requests for supplies from staff members and submit to the CDS Purchasing & Inventory Control Specialist with approval of Center Manager.
16. Follow appropriate inventory check-in procedures as outlined by the CDS Purchasing & Inventory Control Specialist. Ensure distribution and/or storage of delivered goods. Maintain file of inventory sheets. payment request memo as scheduled under the direction of the CDS Human Resource Specialist.
17. Maintain CDS vehicle files to include mileage, gas receipts, bus seating charts, emergency evacuation forms, maintenance and lubrication forms, and vehicle inspection checklists.
18. Ensure that communication to and from Central Office, Managers and Specialists, and other center staff is channeled through the Center Manager. Ensure that parent communication is appropriately distributed.
19. Provide assistance to the Center Manager in the collection, calculation, verification and submission of required monthly report information, as requested.
20. Keep minutes at center staff meetings and assist in production of monthly center newsletter.
21. Other program related duties assigned by supervisory personnel and/or director.

QUALIFICATIONS/SKILLS:

1. Minimum qualifications: Two years secretarial experience with additional experience in file maintenance and data entry.
2. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.
3. Be eligible to work in a child care setting.
4. Have valid First Aide and Infant/Child CPR card and keep current or obtain within 30 days of employment if applicable to position.
5. Positive role model for children; language, dress, and behavior must be appropriate to a child care setting.
6. Show emotional stability and maturity.

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7. Sensitive to cultural diversity.
8. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
9. Able to adhere to strict standards of confidentiality.
10. Be able to work effectively as a member of a team.
11. Submit regular on-going medical statements signed and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical and emotional health appropriate for the position hired for. Pursuant to State of Colorado Rules Regulating Child Care Centers and HS Performance Standards.
12. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
13. Bilingual English/Spanish a plus.