

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT PROVIDER SERVICES & QUALITY SERVICES DEPARTMENTS

DEPARTMENT: EDUCATION, TRAINING and PROVIDER SERVICES

REPORTS TO: PROGRAM DIRECTOR FOR EDUCATION & PROVIDER SERVICES DEPARTMENT/QUALITY MANAGER and Lead Trainer Supervisor

STATUS: NON-EXEMPT

JOB SUMMARY: Under the direction of the Program Director for Education & Provider Services department and Lead Trainer supervisor is responsible for general office work in the department.

DUTIES

1. Organize documentation for training.
2. Schedule courses, prepare and coordinate binders for activities and classes for individual students.
3. Designs course certificates.
4. Prepares monthly and statistical reports for the Center for Child Care Careers.
5. Designs flyers for marketing purposes.
6. Inputs and maintains the database for students.
7. Prepares purchase orders for supplies and checks inventory.
8. Performs all general administrative duties such as: filing, faxing, typing, answering phones, organizing calendars and scheduling appointments.
9. Administers and schedules the entrance tests (Nelson Denny and SABE) for the Child Development Associate Course.
10. Assists in organizing the annual Child Development Associate Program graduation.
11. Assists in the preparation of the annual Professional Development Day Conference.
12. Assists with the preparation of the Vocational School for ACCET Accreditation.
13. Assists with the general operation of the Educational Resource Library.
14. Assists with the preparation of the annual events.
15. Assist with Provider meetings, maintain attendance and make follow up phone calls for attendance.
16. Takes notes at department meetings and maintain minutes for the Vocational School.
17. Assist Instructors and Consultants with classroom attendance and preparation material for the classes.
18. Coordinates all schedules for the use of all training classrooms.
19. Reports to the Coordinator of Education in the absence of the Education & Training Manager.
20. Ensures confidentiality of all client data and information.
21. Participates in agency initiatives and in-service training.
22. Participates in all advocacy efforts; as well as community outreach events in which the agency is involved before, during and after hours; as well as on the weekends.
23. Any duty as assigned by the Chief Executive Officer or her/his designee.
24. Attend/ Participate Events that occasionally take place on Saturday/Sunday and/or Evenings

SUPERVISES

- No one

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).

Preferred: at least 2 years of college. 1-2 years related experience and/or training.

SKILLS

- Computer literate using Microsoft Office which includes: Excel, word, PowerPoint and Publisher; must be able to use copier, fax machine, folding machine, postage machine, date stamp machine, and laminator, office systems, email effectively, attention to detail, accuracy and business communications.

LANGUAGE SKILLS

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands to finger, handle or feel; reach with arms and hands and must regularly lift up to 25 lbs. The employee occasionally is required to stand and walk to do research. Specific vision abilities required on this job include close vision and the ability to adjust focus.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position comes with high pressure due to changes in programs, deadlines that must be met, short time frames and complex regulations. The work environment is usually quiet but fast pace.

Disclaimer Clause:

- Job descriptions and specifications are not intended and should not be construed to be an exhausted list of all responsibilities, skill, or working conditions associated with the position. They are intended to be an accurate reflection of the principal requirements of the position.

VALUES

<ul style="list-style-type: none">• support/believe in the mission of 4CS• professionalism• excellent customer service• hardworking• leadership• resilient• works on self-awareness and other awareness	<ul style="list-style-type: none">• committed to excellence• flexible• open-minded• problem-solving• critical thinking skills• courtesy to and respect for everyone (colleagues, clients, customers)
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