Notice Of Vacancy

Position: Early Learning Center Program Assistant

Status: Full-time, year round

Salary: $15.99/hour (starting annual salary)

Salary Range: $15.99/hour - $16.46/hour (annual salary range)

Posted Date: March 12, 2021

Starting Date: May 1, 2021 (anticipated)

Location: Blossoms Early Learning Center
411 N. 4th Street, Yakima, WA 98901

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: April 9, 2021

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD’s Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer
POSITION DESCRIPTION

**Job Title:**
Early Learning Center Program Assistant

**Direct Supervisor:**
Early Learning Center Manager

The Program Assistant supports the Early Learning Center by being the first staff member encountered by all who enter the building. This position requires a welcoming and supportive attitude toward families, visitors, and staff at all times. This position welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries, directs visitors, maintains security by following safety procedures, and oversees the front reception area.

**Essential Job Functions:**
A. Manage front reception area; greet families and visitors, assure safety and security of main entrance, monitor signing in/out process, address family needs.
B. Assist with daily operations of classrooms. Monitor teacher/child ratios, classroom supplies and other needs are required.
C. Assist with food service and staff breaks as necessary.
D. Maintain records for meal service; tracking and reporting USDA approved meal services for reimbursement.
E. Assist Center Manage in tracking, verifying and submission of monthly employee timesheets for payroll processing.
F. Attends various meetings as assigned and report activities and required action, take and transcribe accurate detailed minutes and distribute as appropriate.
G. Type draft and final copies of correspondence from oral and machine dictation, and verbal and written instructions.
H. Develops and maintains electronic spreadsheets and databases, assist with the preparation of reports and compiling data, review reports for accuracy, and file and/or route reports and records for programs served.
I. Accurately compiles, reviews, and edits budget data for billing purposes.
J. Performs routine functions including organizing and maintaining departmental files; processing, filing or distributing incoming and outgoing correspondence, mail and faxes; responding to telephone calls/inquiries for all assigned staff and services; and maintaining inventory of departmental equipment and supplies, ordering same when necessary or requested.
K. Receives and route incoming telephone calls; take and transmit messages to staff as needed.
L. Attends all center and ESD meetings as requested. Serve as liaison for supervisor in his/her absence; attend meetings and conferences when requested to relay and collect information.
M. Coordinates logistics including facilities, meals, presenters for family meetings and center events.

**Other Job Functions:**
A. Performs other related duties as assigned.

**Qualifications:**

*Required Education and Experience:*

1. Three years of applicable office experience.
2. Knowledge of and experience in telephone etiquette.
**Preferred Education and Experience:**
1. Experience in an early learning setting
2. Knowledge of child development

**Required Skills, Knowledge and or Abilities:**

1. Ability to operate PC computers and working knowledge of various software programs preferably Word, Excel, and PowerPoint.
2. Strong word processing and data entry skills.
3. Ability to operate all standard office machines and equipment.
4. Knowledge of basic accounting concepts as it relates to budget, revenue, expenses, and reconciliation.
5. Must have high self-motivation and initiative skills in accomplishing required responsibilities.
6. Demonstrated ability to organize, prioritize, and follow through on a variety of tasks and assignments simultaneously.
7. Must have good human relations and interpersonal skills.
8. Demonstrated ability to work well in a variety of settings with management, office personnel, and the public, both individually and in a team setting.
9. Excellent verbal and written communication skills.
10. Ability to lift or move objects up to 45 pounds.
11. Access to reliable transportation and willingness to travel, if necessary.

**Physical Demands**

The usual and customary methods of performing the job’s functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

| Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day) |
| Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day) |
| Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day) |

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.