

River Valley Child Development Services

A leader in providing high quality early childhood care and education services for children, families and communities

Job Description

Position:	Administrative Assistant
Program:	WV Birth to Three Regional Administrative Unit (RAU)
FLSA Class:	Non-Exempt
RVCDS Class:	Full - time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable to:	RAU Director, Executive Director
Position Accountable for:	N/A
Purpose of Position:	Provide administrative support to RAU Director.
Educational Requirements:	AA/o in child development, secretarial science, human services or a related field
Experiential Requirements:	Two (2) years of relevant experience preferred
Additional Training Required:	Fulfil requirements of Individual Staff Development Plan
Driver's License, Liability Insurance, and Acceptable Driving Record:	May be required
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Capabilities/Skills:

Work independently and collaboratively in team environments while maintaining a high level of confidentiality.

Able to organize and provide excellent customer service.

Reliable, responsible, dependable, and flexible.

Effective time management and attention to detail.

Demonstrates conflict management skills.

Engage effectively with the public and community.

Possess excellent verbal and written communication skills; computer experience, specifically in MS Office; general knowledge of office machines.

Knowledge of mathematics and application to business.

Revised 5/28/2020

Ability to follow directions.

Knowledge of or demonstrated ability to learn office technology and machinery.

Able to perform tasks with speed and accuracy.

Ability to lift various items such as; reams of paper, mail bags/boxes, office supply boxes and other items that need to be moved.

If applicable, must have the ability to travel.

Must be eligible to meet requirements of WV STARS career pathway.

Must abide by specific RAU procedures.

Attend trainings, conferences and program in-services for professional development as required.

Physical Demands and Working Conditions:

Work in office environment with frequent interruptions. Requires sufficient physical activity and mobility to stand for prolonged periods of time (30 minutes or more), to stoop, bend, crouch, reach and twist; ability to lift, carry, and push items such as: reams of paper, mail bags/boxes, office supply boxes.

Essential Responsibilities

Agency

Adhere to NAEYC Code of Ethics.

Follow all agency policy and procedures.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Work effectively in a diverse work environment.

Program

Routine office duties including, but not limited to, typing, word processing, spreadsheets, graphic design, answering telephones, filing, mailings, copying, etc.

Process, enter and assign referrals to Interim Service Coordinators.

Process all record requests per IDEA guidelines.

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Prepare child transitional packets for transfer to local school agencies.

Prepare child record transfers to other RAU's

Maintain educational records according to RAU procedures.

Prepare child records for audits.

Upload archived child records to cloud storage.

Accept, log and distribute daily mail deliveries and process outgoing mail daily.

Process mail from drop box and distribute internally.

Assist in filing documentation into child's educational record.

Assist in opening new educational records according to RAU procedures.

Archive closed files by pulling educational files from filing cabinet.

Prepare routine correspondence.

Compile monthly program statistical reports and submit to Director.

Submit bi-weekly timesheets on time and accurately.

Submit leave request forms as needed on time and accurately.

Complete and submit monthly travel reimbursement forms if applicable.

Maintain supply inventory and write requisitions for needed office supplies.

Order office and building supplies as needed.

Submit requests for supplies for intake and child find packets.

Prepare and send monthly postage report to RVCDS Purchasing Department.

Keep job processes up to date with step-by-step directions.

Attend and participate in monthly staff meetings.

Assist in planning of staff trainings and speakers for meeting.

Draft minutes for each staff meeting and submit to Director within 24 hours.

Serve on assigned agency and community collaborative committees.

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Serve as backup person for Data Specialist as needed.

Date stamp signed packing slips for orders that have arrived and submit to the Director

Maintain visitor sign in/out sheets and storage of the signed sheets.

Prepare and post signs reporting office closures for holidays and/or closed to the public days, trainings and staff meetings.

Any additional duties as assigned by Director and Executive Director.

Signature

Date