

Job Description

Title: Education Services Clerk
FLSA Status: Non-Exempt

Department: Early Head Start
Reports To: Director of Child Development and
Education Support Services

Date: _____

Approved: _____

Job Summary:

The Early Head Start (EHS) Education Services Clerk will perform a variety of administrative and clerical tasks. Duties of the Education Services Clerk include providing support to the director and employees, assisting in daily office needs regarding Education Services.

Essential Duties and Responsibilities:

- Enter training and professional development for Education support staff and teachers into ChildPlus database.
- Assist with the organization of Education files, including scanning and uploading documents.
- Assists with coordination of ELC-MDC Student Orientation.
- Maintain teaching staff and/or children in MyTeachstone and MyTeachingStrategies
- Assist with the coordination of Professional Development Days for teaching staff
- Maintain Education related spreadsheets, as assigned
- Assist Education staff with data entry tasks, as assigned
- Assist with collection of Education related documents
- All other duties assigned.

Skills and Abilities:

- Proficiency in Microsoft Office
- Attention to detail and problem solving skills.
- Handle multiple tasks and see through to completion.
- Strong organizational skills with the ability to multi-task.
- Excellent written and verbal communication skills.
- Ability to use and master multiple data systems (ChildPlus, MyTeachingStrategies, MyTeachstone)

Experience and Training:

- High School diploma
- 2 years' experience.

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 frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document 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. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date