

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: **Administrative Assistant to the Early Childhood Family Services (ECFS) Manager**

Department: Community Education

Reports to: Early Childhood Family Services Program Manager

Classification: Clerical - Level 1, 12 month; 1.0 FTE

Exempt Status: Non-Exempt

Job Summary: The Administrative Assistant to the Early Childhood Family Services (ECFS) Manager is responsible for supporting the operational and administrative functions of the Early Childhood Family Services department, which includes Early Childhood Family Education (ECFE), Connections Preschool (School Readiness), and Family School (Family Literacy). This position manages office operations, program data, and communication initiatives to provide high-quality service to families with children from birth through prekindergarten within District 196.

Duties and Responsibilities:

Administrative & Data Management

- Manage daily office operations and attend district and Community Education clerical meetings.
- Support coverage of staff absences
- Maintain ECFE and Connections Preschool program electronic and hard copy record-keeping and filing systems.
- Maintain and update program data management systems for Connections Preschool, Pathways I and Pathways II scholarships, and Voluntary Pre-K.
- Develop and maintain Connections Preschool class rosters, attendance records, handbooks, and other program documents.
- Process incoming correspondence, outreach materials, reports, forms, and billing for various ECFS programs.
- Maintain strict confidentiality of information and data.

Budget & Resource Management

- Maintain the ECFS program budget, including grant and scholarship funds.
- Facilitate the hiring process for new employees, including tracking applications, scheduling interviews, and verifying credentials
- Process time sheets, expense reports, purchase orders, check requests, field trip busses, and classroom budgets for Connections Preschool.
- Handle bank deposits, requisition supplies from Central Receiving, and assist staff with P-card security and program purchasing.
- Process interpreter requests and field trip transportation as they relate to program needs.

Program Support & Community Engagement

- Answer phone calls and respond to requests for information regarding ECFS programs.
- Communicate updated staff rosters, early childhood screening documentation, and transition program catalog contents.
- Assist the ECFS Manager in coordinating agendas, mailings, and childcare for the ECFS Advisory

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Council and ECFS Foundation.

- Attend monthly Advisory Council meetings.

Personnel & Facility Coordination

- Provide direct support to the ECFS Manager and department staff.
- Maintain personnel records and communicate staff changes and STAR reports to Human Resources and Payroll.
- Assist the manager in the maintenance and collaboration needs of the Dakota Valley Learning Center, including the Building Emergency Response Team (BERT) and safety drills.

Other

- Attend district training as needed.
- Perform other duties as assigned.

Education and/or Experience

- High school degree.
- Additional training preferred.
- Working knowledge of a school district.
- Interest in continued professional growth.

Knowledge, Skills & Abilities

- Proficient working with a culturally, ethnically, racially, socioeconomically and ability diverse communities
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Strong skills in office management, organization, and telephone communications.
- Excellent oral and written communication skills
- Office organizational and time management skills
- Detail orientated with excellent accuracy skills
- Ability to initiate, prioritize and complete tasks in a timely manner
- Knowledge of general office software and specific program planning and registration software
- Proficient computer skills and knowledge of word processing and office machines.
- Strong skills in office management, organization, and telephone communications.
- Ability to initiate, prioritize, and complete tasks in a timely manner.
- Flexibility
- Familiarity with community resources.
- Knowledge of or willingness to learn about Early Childhood Family Services programs.

Physical Demands

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers

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- Position involves frequent fingering keys repetitive motions operation computers or other technology equipment
- Position involves occasional lifting up to 20 pounds of class materials, office supplies or mail

Work Environment

- Normal office conditions
- Requires travel between buildings as needed