MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: Center Assistant - Early Childhood Center Operations

CLASSIFICATION: Hourly

REPORTS TO: Center Coordinator/Director

SUPERVISES: Not applicable

GENERAL JOB FUNCTION:

Employees in this classification perform general office duties such as assisting parents and children, assisting the center’s director and administrative assistant in performing daily operational duties in order the the center to operate smoothly, and completing assigned office duties.

MINIMUM QUALIFICATIONS:

1. Possession of a high school diploma or its equivalent.
2. Possession of excellent communication and customer service skills.
3. Demonstrated proficiency with a variety of word processing, desktop publishing, and data entry systems.
4. Possession of excellent organizational, time management and interpersonal skills.
5. An ability to prioritize and address multiple tasks and responsibilities.

PREFERRED QUALIFICATIONS:

1. Ability to work both in a team setting and independently.
2. Experience working in early childhood office or classroom environment.

ESSENTIAL JOB FUNCTIONS:

1. Conduct daily and monthly playground monitoring checks
2. Process daily attendance record keeping; Follow-up with parents on missing students
3. Record medication tracking
4. Assist families and staff with enrollment applications
6. Provide support to Early Childhood teaching teams and center staff.
7. Provides a range of direct assistance to the assigned staff.
8. Accepts responsibility for maintaining necessary rules of confidentiality.

NOTABLE PHYSICAL REQUIREMENTS:
Occasional light to moderate lifting may be required. Normal office environment.

**TYPICAL WORK ENVIRONMENT:**

Most work is done in a typical office environment. Occasional errands and other assignments may be required in other building areas or elsewhere in the community.

**WORK LOCATION(S):**

May be assigned to any Early Childhood center.

**TRAVEL/OVERTIME EXPECTATIONS:**

Travel is normally confined to occasional errands in the community. Overtime is relatively rare and at the discretion of the employer.

**COMPENSATION:**

Commensurate with the MAISD Early Childhood Center pay and benefit scale.

Revised: 6/2018