



Rock Island-Milan School District 41

### **JOB DESCRIPTION**

#### **Head Start Program Assistant**

#### **POSITION INFORMATION:**

<b>POSITION TITLE</b>	Head Start Program Assistant
<b>DATE CREATED/AMENDED</b>	June 2024/December 2025
<b>DEPARTMENT</b>	Head Start
<b>LOCATION</b>	Horace Mann Early Learning Center
<b>FULL-TIME/PART-TIME</b>	Full Time
<b>APPOINTMENT TERM</b>	12 months
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	Director of Early Childhood Programs
<b>SALARY/HOURLY RATE</b>	\$16.95-\$22.18/hour based on education and experience

#### **POSITION SUMMARY INFORMATION:**

*Support all areas of Head Start programming in compliance with Head Start Program Performance Standards, local, state and federal guidelines.*

#### **Functions and Responsibilities**

#### **PERFORMANCE RESPONSIBILITIES:**

- Communicate positively and effectively with parents, children, and colleagues while maintaining confidentiality.
- Substitute for classroom staff, office staff, and bus monitors, as needed.
- Data entry

- Assist in managing front desk activities, including greeting agency visitors, enforcing sign-in safety procedures, and answering all incoming calls and transferring them to the appropriate person or taking messages.
- Follow up with families regarding required documents via phone, email or in person.
- Assist in scheduling intakes and required appointments for families.
- Provide transportation to health appointments and program-related activities, as needed.
- Support Preschool For All programming, in accordance with Memorandum of Understanding.
- Participate in staff meetings and program events.
- Assist in planning and implementation of parent meetings and program events.
- Maintain agency vehicles to include gas, supplies, cleanliness and service needs.
- Support communication with families by designing and distributing fliers, sending texts, and e-mail blasts through the ChildPlus system, as needed.
- Gather information and compile applicable reports.
- Assist Family Service Workers with classroom attendance calls, documentation of attendance in ChildPlus and communication with teaching staff.
- Maintain awareness of community resources.
- Assist with developmental, health, and educational screenings and processes.
- Participate in processes related to program reports and documents annually as part of the ongoing monitoring process.
- Support the delivery of a comprehensive child development program through a culture of safety designed to provide children with a full range of developmental experiences.
- Recognize bilingualism and biliteracy as strengths and support the program in translation and interpretation services.

- Demonstrate time management and technical skills. All staff are expected to utilize Google Suite applications and software systems that support operation.
- Perform the functions of this position with an understanding of the Head Start Performance Standards, Head Start Act, Area Service plans, and program's Policies and Procedures.
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- High School Diploma
- Some college preferred
- Ability to work with young children and families of young children.
- Interpersonal skills to relate well to children, colleagues, parents and community.
- Proficient written communication skills to include narratives, data analysis reports, emails and documentation.
- Interpersonal skills to relate well to children, co-workers, parents and community.
- The ability to travel to classrooms, meetings, or training in and out of the district.
- Maintain good physical and mental health with the ability to lift 25 pounds. Physical demands include sitting on the floor, standing, bending, and moving with children.
- Knowledge of Head Start Performance Standards, 2007 Head Start Act, and program's policies and procedures.
- Support the goals of the agency and abide by the Rock Island Milan School District Head Start Personnel, Policies, and Procedures.

**Work Hours:**

The Program Assistant will work 40 hours per week following the twelve-month schedule for Rock Island/Milan School District.

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger

dexterity. Generally the job requires 20% standing, 20% walking, and 60% sitting. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

---

*Supervisor/Manager Signature*

---

*Date*

---

*Employee Signature*

---

*Date*