



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician II - Early Childhood Office** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS45H**
 Prepared/Revised Date: **June 27, 2018** Job Code: **50605**

SUMMARY: Responsible for performing daily financial operations for the Early Childhood Program under the direction of the Director. Provide administrative assistance to principals, administrators, office, school staff, and students in PSD's Early Childhood Program, which serves over 1,000 children in multiple schools, centers, and homes. Collect, manage, monitor and report staff information, site information and financial information to ensure program compliance with the Office of Head Start (OHS) and the Colorado Department of Human Services (CDHS).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1) Perform financial duties, including reconciling and monitoring budgets, grants, and PSA accounts; assist with grant budgeting and compliance and manage the Office of Head Start grant application portal. Maintain petty cash; research, create, run, and maintain financial and other reports using the program cost allocation plan; monitor and maintain compensation plans; reconcile phone and cell phone bills; order and inventory office supplies, equipment, and textbooks; process purchase orders, warehouse orders, restricted checks, fund transfers, and travel and mileage reimbursements; monitor purchasing cards; and submit job orders involving multiple sites and administrators.	D	40%
2) Report and monitor employee absences through absence system. Arrange for substitutes in vacant positions at school sites. With Instructional Coaches and School Office Managers, monitor, and manage the unfilled substitute jobs at school sites. Arrange for, monitor, and sign time cards for employees. Track schedules across sites; produce and update documentation of site staffing and schedules. Maintain federally monitored time and effort verifications for all employees.	D	15%
3) Communicate and coordinate with school sites and administrators on staff changes, and vacancies. Approve job postings and employee reports for early childhood. Onboard new personnel including collecting paperwork, creating employee reports, ordering background checks, ordering access badges, connecting to email lists, requesting systems access, additions to EC rosters, and creating HR absence profile.	D	15%
4) Manage the Colorado Department of Human Services (CDHS) personnel file inspections for all staff in licensed classrooms, including producing regular reports. Enter, manage, and track program and staff data (including professional development tracking) for grants preparation and submission, and to produce appropriate reports for Federal and State agencies, including the Office of Head Start (OHS) and the Colorado Department of Human Services (CDHS).	D	10%
5) Provide general administrative support for the program; receive calls, greet visitors, and answer inquiries. Make travel arrangements as necessary. Compose, type, track, and/or submit correspondence, handbooks, and newsletters.	D	5%
6) Attend work and arrive in a timely manner.	D	1%



7) Manage the Fullana building site and schedule and run emergency drills, including fire drills, in collaboration with PSD and community partners. Maintain building rental calendar, telephone system, and building telephone tree. Enter work orders for Fullana as well as school classrooms. Manage building emergencies. Ensure no child is left alone or unsupervised.	W	7%
8) Assist with and attend ECE leadership meetings including, meeting set-up, preparation, note taking and food orders. Serve on and attend various employee teams and attend all-staff meetings. Provide staff support including assisting with professional development planning and preparation.	W	5%
9) Perform other duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Specialized training beyond high school preferred
- Five years of progressive related experience
- Experience in bookkeeping, reconciling and monitoring budgets strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Successful completion of First Aid and CPR, and Administering Medication in a School Setting (if not currently certified, successful completion must be done at earliest convenience after hire)
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bookkeeping and accounting skills
- Strong personal computer and keyboarding skills
- Supervisory skills
- Attention to detail and accuracy skills
- Organizational, problem solving, and collaboration skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to learn and operate District computer systems
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	