

**Harney Education Service District**  
Job Description  
Early Childhood Center

**Job Title:** Administrative Assistant

**Department:** Administration

**Reports To:** Director

**Summary:** Oversees organization's office reception area and functions in a courteous and Professional manner.

**Essential Duties & Responsibilities:**

- Answer phones, take messages, greet visitors and families, manage front door safety
- Family contact for sick children, monitor child until picked up, sanitizing front area
- Flag duty
- Manage Child Plus scans, attendance records, updates, and binders, communicate with teachers. Reconcile USDA reimbursement with Food Program Coordinator
- Manage the programs fb page, give updates when needed for the web page, prepare the monthly newsletter, manage teachers weekly newsletters.
- Prepare Annual Report with the Director
- Manage employee contact binder, keys and chrome books
- Prepare Center yearly calendar
- Take minutes for All Staff meetings-schedule with the Director, Management Meeting
- Shopping for supplies, preparing Purchase Orders, manage inventory lists
- Manage building maintenance binder
- Maintain vehicle maintenance schedules
- Housekeeping - keep foyer clean, keep coffee room clean

**Other duties may be assigned**

**Supervisory Responsibilities:** This job has no supervisory responsibilities

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies :

**Problem Solving** - Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Leadership** - Exhibits confidence in self and others; Accepts feedback from others.

**Quality Management** - Demonstrates accuracy and thoroughness.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Supports organization's goals and values.

**Planning/Organizing** - Uses time efficiently.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Completes work in a timely manner; Strives to increase productivity; Works quickly.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Asks for and offers help when needed.

**Education and/or Experience:**

High school diploma or general education degree (GED); 2 years experience working with children and/or training; or equivalent combination of education and experience, Child Development Associate Credential preferred.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software.

**Certificates, Licenses, Registrations:**

Food Handler's Card, First Aid/CPR, Child Development Associates, Background Check/Fingerprinting - These all may be obtained upon hire. Valid driver's license.

**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. While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and snow conditions. The noise level in the work environment is usually moderate.

**Application Procedure:** Submit the following items to:

Kaydee Wall, Director  
The Early Childhood Center  
655 W Fillmore Street Burns, OR 97720  
Phone: 541-573-6461  
Email: wallk@harneyesd.k12.or.us

- A letter of interest that addresses how you meet the specific qualifications for the position
- A current resume
- Completed Harney ESD Application - <https://harneyesd.k12.or.us/employment/>

Please contact Kaydee Wall with questions regarding the application process or for additional information.