

POSITION DESCRIPTION
Early Childhood Programs Clerical

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Programs Clerical	Department: Early Childhood
Immediate Supervisor's Position Title: Early Childhood/Head Start Coordinator	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under limited supervision, the Early Childhood Programs Clerical provides comprehensive administrative and office support crucial for the effective operation of assigned programs. While in this role, the Early Childhood Program Clerical requires substantial judgment and analytical ability to manage a wide range of work activities, often involving complex data entry, record-keeping, and coordination. The incumbent operates with a significant degree of discretion, serving as a key information contact and ensuring smooth administrative processes that directly support students, families, and staff.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Performs a wide variety of administrative and staff support activities, including typing correspondence, reports, forms, requisitions, and other materials. This involves efficient copying, faxing, distributing, filing, and coding information, as well as complex data entry into various records and systems.
2.	
3.	
4.	Manages payroll-related data processing, including verifying time records, reconciling attendance discrepancies, and handling leave-without-pay documentation.
5.	Manages student data and records, including processing enrollments and applications, maintaining accurate attendance, updating program-specific spreadsheets, and coordinating related student information such as transportation.
6.	Administers student health and compliance records, verifying immunization records from state database and ensuring proper entry into District systems.
7.	Supports staff credentialing and training compliance, including tracking teaching licenses, CPR/First Aid certifications, and other trainings for teachers and paras, and ensuring these are entered into needed systems.
8.	
9.	
10.	Facilitates communication and outreach efforts, including preparing and assembling home visitor packets for teachers, managing mass mailings, and assisting with online registration.
11.	Performs administrative tasks, such as tracking volunteer hours, background checks and processing staff changes for Minnesota and National Head Start Association.

12.	
13.	Performs other related work as assigned, contributing to the overall efficiency and effectiveness of Early Childhood Programs.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum two (2) years of experience in broad staff support, or a closely related business support role is preferred, OR a combination of education and experience totaling (3) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
None required.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge • District policies, regulations, procedures, and processes. • Applicable state and federal rules, regulations, policies, and procedures relevant to early childhood programs and financial operations. • Customer service principles and practices. • Modern office methods, practices, and procedures. • Advanced personal computer operations and various software applications (including student information systems like Skyward, Frontline, Child+, I/C). • Complex record keeping and filing methods and practices. • Bookkeeping and payroll principles, practices, and procedures. Skills • Organizing and prioritizing a wide range of work activities effectively. • Communicating clearly and concisely, both orally and in writing. • Maintaining strict confidentiality with sensitive information, issues, and situations. • Operating various office equipment efficiently. • Implementing and maintaining complex office files and records. • Applying and administering various district operating policies and procedures. • Utilizing effective judgment and protocol in handling sensitive situations and conflicts within established policies and procedures. • Performing data entry and verification with high accuracy. • Identifying and resolving routine administrative and operational issues. Abilities

- Work independently with limited work instructions and a significant degree of discretion.
- Exercise substantial judgment and analytical ability in complex work activities.
- Obtain assistance from other support staff to accomplish work projects.
- Serve as a reliable liaison and information contact for diverse stakeholders.
- Manage a wide range of administrative and program-specific tasks simultaneously.
- Adapt to changing priorities and deadlines in a dynamic environment.
- Proactively identify and address potential issues before they escalate.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: