



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

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POSITION DESCRIPTION

Position: Clerk – Head Start
Reports to: Assistant Site Manager
Supervises: N/A
FLSA Status: Non-Exempt

Position Purpose:

Performs general receptionist duties and various other administrative duties as needed.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Greets visitors, answers telephone, takes messages, and refers callers and visitors as appropriate.
- Attends site staff meetings, records and distributes site staff minutes and agendas for future meetings.
- Photocopies reports, mailings, handouts, and other correspondence as required by the Site Manager.
- Types assigned reports, newsletters, letters and other correspondence as requested.
- Generates Weekly Attendance, Health Check and Meal Tracking and weekly CACFP Daily Meal Count forms using computer programs (Word, Excel).



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
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TTY 217.384.3862 CCRPC.ORG

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- Enters Non-Federal Share, case notes, meal counts, and attendance accurately using data system.
- Removes mail from outside mail box (depending on site), distributes mail into staff mailboxes, including interoffice mail daily.
- Compiles and distributes classroom supplies orders, as needed.
- Answers radio calls from Transportation Staff and alerts appropriate staff as needed. (Depending on site)
- Collects and records co-payment for child care services from parents and prepares co-payment money and report for Fiscal Specialist. (Depending on site)
- Assists with recruitment activities as assigned.
- Participates in professional development activities, including program committees.
- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Performs other related duties as assigned.

Required Knowledge:

- At a minimum, a high school diploma or equivalency (GED).
- Must have experience with modern office procedures and the ability to use office equipment including computers, multi-line phones, fax machines, photocopiers, and laminating machines.
- Requires secretarial skills including filing, typing and the ability to use a networked computer system with various software programs (WordPerfect/Word/Excel, etc.).
- Minimum typing speed of 35wpm, 45wpm or more is preferred.
- Requires attention to detail and the ability to perform accurately and efficiently and independently.
- Must present a positive public image and possess excellent oral and written communications skills.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Experience working with diverse populations preferred.



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- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- use oral and written communication and interpersonal skills necessary to work effectively with co-workers, relate to children, families, and community agencies
- utilize technology to meet program requirements
- work in a fast-paced work environment
- adjust to change frequently
- work independently and meet strict deadlines
- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children, families, and the public
- manage projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- sit/stand/walk 95% of work week
- travel 5% of work week
- lift and carry a child up to 50 pounds



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Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Occasional adjustments of office/classroom furniture
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may fluctuate depending on visitors within the office or centers
- Frequent near-vision use for reading and computer work
- Travel to meetings, trainings, and other work sites

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



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