



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CDC PROGRAM ASSISTANT

**DEPARTMENT/SITE: CHILD DEVELOPMENT
CENTER**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 32

WORK YEAR: 12 Months

REPORTS TO: CDC PROGRAM DIRECTOR

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Education effective:August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the CDC Program Director, performs complex and routine clerical or accounting duties in the Child Development Center (CDC). The incumbents in this classification provide the school community with a smooth and efficient operation of the CDC's billing function and administrative office support which directly support student learning.

DISTINGUISHING CHARACTERISTICS

The CDC Program Assistant performs clerical support and administrative office assistance functions pertaining to billing, collection of tuition, financial documentation and record keeping for the Child Development Center.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Responsible for the centralized billing for CDC programs; execute monthly tuition and late payment fee postings; manage invoicing and post payments; handle monthly collections; interface directly with CDC families regarding accounts; respond to billing inquiries, file accounting documentation; keep the CDC Program Director informed of delinquent accounts.
- Manage childcare database and its interface to bookkeeping software; enter registrations and maintain accurate student database information, track and confirm daily attendance.
- Provide assistance with yearly budgeting and forecasting childcare income.
- Act as receptionist for the office in absence of secretary; greet all visitors courteously, determine their needs, check appointments, and direct or escort them to proper person; answer CDC telephones as necessary and respond appropriately to requests for information or direct calls to appropriate personnel.
- Maintain an attractive and comfortable reception and kitchen area; immediately report the presence of any visitor who bypasses the office or any suspicious activity or unusual behavior on the part of a visitor in the building.
- Operate and oversee maintenance on all office machines (copy machines, fax machines) and call for service as needed.
- Order materials, supplies, or food goods as needed; distribute daily delivery of U.S. mail, stock all

supplies for the copy room; prepare and process purchase orders and stores requisitions.

- Assist and substitute in classrooms if necessary, if the incumbent has completed the required 12 semester units or the equivalent in Early Childhood Education.
- May be responsible for the desk duties of other CDC office positions upon cross-training.
- Provide basic first aid for students when necessary.
- Participate in special projects as needed.
- Assist the CDC Program Director or designee as needed.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Modern office practices, procedures and equipment
- Letter writing and report preparation techniques
- Data management; storage and retrieval systems
- Receptionist and telephone techniques and etiquette
- Monthly time sheets processing methods
- Word processing techniques; databases spreadsheets and financial software data control procedures and data entry operations
- Financial record keeping techniques
- Safe work practices

Skills:

- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Interpersonal skills, including use of tact, patience and courtesy
- Attention to detail
- Make mathematic computations with speed and accuracy
- Keyboarding accurately at an acceptable rate of speed
- Proofreading
- Proficiency with Microsoft Word and Excel

Ability to:

- Perform responsible clerical and secretarial work independently and effectively
- Manage and expedite monthly billing for Child Development Center
- Compose correspondence and other narrative material
- Assemble and compile data/information and prepare reports; maintain complex files and records
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines and copiers; meet schedules and timelines
- Maintain complete up-to-date and accurate records and financial reports
- Learn and apply rules, regulations, laws and Federal and State guidelines
- Maintain effective relationships with parents, students, community and school personnel
- Compare numbers and detect errors efficiently
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Interpret, apply, and explain rules, regulations, policies and procedures

- Work confidentially and with discretion

EDUCATION REQUIRED:

High school diploma, college level coursework highly desirable. Completion of 12 semester units or the equivalent in Early Childhood Education including Child/Human Growth and Development, Child, Family, and Community, and Program/Curriculum highly desirable.

EXPERIENCE REQUIRED:

Four (4) years of responsible clerical experience, including public contact. Preschool experience highly desirable. Proficiency including Microsoft Word and Excel.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office and classroom environment
- Lift and/or carry items and/or children 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise
- Bending at waist, kneeling or crouching to assist students and to retrieve and store materials
- Sitting, squatting, walking and standing for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Constant interruptions