

## **EARLY CHILDHOOD PROGRAM ASSISTANT**

### **DEFINITION**

Under the general supervision of the principal, performs a variety of diversified clerical duties in support of the Early Childhood/Child Development Programs; serves as a liaison between administrators and public; greets and assists students, parents, staff and visitors; prepares, updates and maintains a variety of records and reports related to assigned programs and activities; maintains documentation to support the school's Food Program.

Ability to:

- x Perform specialized and complex clerical support duties involving independent judgment and action within an assigned office.
- x Interpret, apply and explain applicable laws, codes, rules and regulations.
- x Maintain records and prepare reports.
- x Type or input data at an acceptable rate of speed.
- x Operate a variety of office equipment including a computer and as fh-w41 0 Td ( )Tj EMC /LBody <</MCID4 (mt-3
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