

EAST MISSOURI ACTION AGENCY, INC.  
"A Community Action Agency"  
403 Parkway Drive, PO Box 308  
Park Hills, Missouri 63601  
"An Equal Opportunity/Affirmative Action Employer"

POSITION DESCRIPTION

1. Job Title: Area Support Assistant
2. Grade Level:
3. FLSA Status: Non-Exempt
4. Supervisor's Position: Site Manager
5. Supervised Positions: None
6. Position Summary: Primarily responsible for computer entry and computer related duties to enable EMAA to comply with Head Start policies, procedures and regulations.
7. SPECIFIC RESPONSIBILITIES
  - A. Performs computer input in accordance with established policies and procedures. Completes necessary forms and reports in a timely manner. These computerized reports include, but are not limited to, the following: Applications for enrollment, in-kind support, meal counts, attendance records, home visits, mental health and disabilities, management reports, parent meetings, socials, mini-socials, changes of status, field trips, health screenings, dental exams and services and immunizations.
  - B. Assists centers and home base programs, as assigned by Area Coordinator, to help assure that the goals of the Head Start program and the Federal performance standards are being met. Provides Site Managers and Area Coordinators with completed computer reports.
  - C. Maintains confidentiality of information relating to staff, children and families.
  - D. Delivers supplies to field staff, as needed.
  - E. Recruits families following current recruiting procedures.
  - F. Fill out report on applications and turn in, as requested, to Area Coordinator.
  - G. Responsible for accuracy of computer entries.
  - H. Reviews reports and entry completed on enrolled children on a spot-check basis to assure that necessary documentation is recorded in proper form

and to advise and share information with Area Coordinators and Site Managers at the end of each month.

- I. Monitors, edits and revises all in-kind and any other information/forms at the local level to ensure accuracy.
- J. Codes all applications at the local sites to enroll children in the Head Start program (this determines eligibility).
- K. Report to designated site on specific day assigned by Area Coordinator.
- L. Performs any other duties necessary to fulfill program needs and requirements as determined by Area Coordinator and/or Director.

8. TRAINING, EXPERIENCE AND SKILLS REQUIRED (QUALIFICATIONS)

- A. Minimum age 18.
- B. Must possess high school diploma or GED.
- C. Must pass an annual physical and TB test.
- D. Must possess working knowledge of Agency policies and procedures, Federal Standards and State Licenser requirements.
- E. Must have at least some training or experience with computers.
- F. Must possess good public relations skills.
- G. Must possess good telephone communication skills
- H. Must possess a valid driver's license, proof of insurance and reliable transportation..
- I. Must be able to work flexible schedule.
- J. Must be able to work around moderate to loud noise.
- K. Must meet State and agency in-service training requirements obtaining at least 12 hours of training each year.
- L. Must be able to lift at least 25 pounds.
- M. Must maintain good attendance.

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Employee's Signature

Date

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Supervisor's Signature

Date

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Director's Signature

Date

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Executive Director's Signature

Date