

Cantalician Center – Job Description

Administrative Assistant Early Childhood Community Services Department

GENERAL PURPOSE OF POSITION

Provide administrative support to the Early Childhood Community Services Program, as well as other departments on an as needed basis as approved by the program director.

REPORTING RELATIONSHIP

Reports to the Early Childhood Community Services Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

General duties: data entry, proof-reading, district, county, or department specific report compilations, electronic and paper record keeping and filing, data base creation, maintenance and basic program statistics, keeping and maintaining department staff schedules, and general office duties, i.e. answering phones, filing, copying, scanning, mail.

- Provide timely responses to Erie and Niagara county school districts and county service coordinators through phone, email or fax contact as it pertains to evaluations and community based services.
- Process Early Intervention and Preschool Evaluation requests and see through to completion of the evaluation(s).
- Provide timely responses to Erie and Niagara county service provision requests.
- Process New service provision assignments.
- Maintain and manage service provision paperwork for children.
- STAC-5 maintenance (e.g. receive, copy and submit to billing; monthly rolling report)
- Additional duties as established by department growth.

SKILLS AND ABILITIES

- Possess good time management skills.
- Possess organizational skills to be efficient in a multi-tasking environment
- Show the ability and desire to work as part of a team.
- Display a high level of written and oral communication skills.
- Display a high level of interpersonal skills.
- Display knowledge of computer and ability to utilize word processing and data base programs.
- Exhibit ability to problem solve and work independently when necessary.
- Ability to provide customer service at a professional level.

EDUCATION AND/OR TRAINING

- **Minimal Education:** High School diploma
- Relevant work experience or training as it pertains to fulfilling the job description.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities
Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand		X		
Walk		X		
Sit			X	
Talk or hear				X
Use hands or fingers, handle or feel				X
Push/Pull		X		
Stoop, kneel, crouch or crawl			X	
Reach with hands and arms		X		
Stair climbing		X		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.			X	
Up to 25 lbs.			X	
Up to 50 lbs.			X	

This job has special vision requirements. Check all that apply.

- ☒ Close Vision (clear vision at 20 inches or less)
- ☒ Distant Vision (clear vision at 20 inches or more)
- ☒ Color Vision (ability to identify and distinguish colors))
- ☒ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- ☒ Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- ☒ Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- ☐ No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure. Multi-task

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.
Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	
Work near moving mechanical equipment			X	

The typical noise level for the work environment is:
Check all that apply.

- ☐ Very Quiet
- ☒ Loud Noise
- ☐ Quiet
- ☐ Very Loud Noise
- ☒ Moderate Noise

Hearing:

- ☒ Ability to hear alarms on equipment
- ☒ Ability to hear children/individual calls
- ☒ Ability to hear instructions from department staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both			X		

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X