**Kalamazoo Regional Educational Service Agency**

**Job Description**

**Job Title:**  Administrative Assistant

**Reports To:**  Head Start Principal

**FLSA Status:** Non-Exempt

**Prepared By:** Human Resources

**Approved By:** N/A

**Prepared Date:** 05/2012

**Last Revised Date:** 03/2013

**Summary:** Performs administrative support duties to assist the Head Start Principal.

**Essential Duties and Responsibilities:**

* Assists with daily operation of the office to include maintenance of program databases, report completion, required data submission, and directing to resources necessary to answer questions about program specifics
* Communicates with clients (families, state, higher education offices, local district, staff, community, etc)
* Manages administrative functions (scheduling, meetings, minutes, coordination of calendars, reports, coordinate communications)
* Assists with the systematic process of project management and meeting deadlines
* Composes and/or transcribes from rough draft: correspondence, bulletins, spreadsheets, reports and other confidential material
* Proofreads documents, reports, and brochures for accuracy, grammar, punctuation, and professionalism
* Generates confidential reports for internal and external distribution
* Assists professional staff as needed
* Coordinates the efforts of support personnel
* Monitor and track department/program adherence to established budget, compliance standards, and KRESA standards
* Regular and consistent attendance
* Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

High school diploma or general education degree (GED) and two to three years related professional experience and/or training; or equivalent combination of education & experience. Experience working in an office setting with specific experience working proficiently with Microsoft Office Suite programs.

**Page 2 Job Title:**  **Head Start Administrative Assistant**

**Certificates, License, Registration:**

If applicable

**Other Skill & Abilities:**

Ability to communicate effectively including listening

Keep administrator abreast of department activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software (i.e. Microsoft Office)

Ability to problem solve

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to talk or hear. The employee is required to use hands and reach with arms. The employee must have the ability to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.