



## Foundation for Early Childhood Education, Inc.

Early HEAD START/ HEAD START / STATE PRE-SCHOOL

*Excellence in Early Childhood Education and Human Services*

3450 East Sierra Madre Boulevard \* Pasadena, CA 91107 \* Tel: (626) 572-5107 \* Fax: (626) 572-7663

### **JOB POSTING**

[Employment Opportunity](#)

**Posted Date: August 10, 2023**

**Deadline Date: August 24, 2023, or Open until Filled.**

**Position Title:** Office Assistant II  
**Reports to:** Assistant Director of Disabilities, Education, and Mental Health  
**Department:** Multiple Departments (Service Areas)  
**Employment Status:** Non-Exempt (40 Hours Per Week) & Full Year Position (Typical Hours 7:00m-3:00pm)  
**Compensation Range:** \$19.05-\$23.21 (Step 7- Step 15) Hourly Rate and Benefits

**Employee Benefits:** ACA Compliant Medical, Aflac, Dental, Life, and Vision plans.

**Generous Paid Time Off**

- 13 Paid Holidays
- 21 Days of Paid Vacation: (Accrue at the rate of 14 hours per month worked:1 year of employment = 168 hours)
- 14 Paid Sick leave includes 3 Days of Personal Necessity (Accrue at the rate of 9.5 hours per month, 1 year of employment= 114 hours)
- Employee Assistance Program
- Retirement Plan- Foundation contributes 8.5% after one year of service and you can make voluntarily contributions at the start of your employment.

**Work Location:** FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

**Main Office: 3450 East Sierra Madre Boulevard Pasadena, California 91107**

*Will be assigned to report to our designated sites and other locations.*

*throughout our service area as needed due to program operations*

- Boyle Heights, Echo Park, Hollywood, Lincoln Heights, and Highland Park

**Review our website: [www.foundationheadstart.org](http://www.foundationheadstart.org) for specific site locations.**

#### Summary of Duties

Under moderate supervision the Office Assistant performs basic clerical data-entry, and typing work by following specific direction and procedures; types information used in forms, letters, reports, bulletins, charts, handbooks, or other materials. A primary job responsibility will be the coordination of teaching substitutes. Responsible for data-entry of program information to Agency database system and ensures that information of children/families are accurately recorded. Provides ongoing data and lists, related to program information to Department Coordinators and Assistant Director. Job duties will be related to various service areas and by providing program support and Administration staff.

#### Summary of Job Duties, Knowledge & Skills

(Job Description available from HR (Human Resources))

- Assist with Substitute Dispatch support for EHS/HS/& State Preschool centers.
- Communicates with Substitute Agencies to request needed subs.
- Keeps documentation on the substitutes working, the number of days they are working and the site/classroom.
- Assist with arranging materials used for in-service training(s) throughout the Agency and service areas.
- Clerical and data-entry duties, as assigned to departments which includes record keeping in files, ChildPlus, and creating report.

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- Assigned to front desk at times, to answer phone calls from public and collect information to begin enrollment or refer to appropriate agency for their home address.
- Develops, disseminates, and monitors information related to students and parents that pertains to the appropriate department.
- Generates reports such as prepares tables and summaries that maintain comprehensive records related to program participations, activities, and statistics while; monitoring forms, documents, and records as required by Services Areas
- Provide information to management related to the service areas/department as assigned.

### **QUALIFICATIONS, EXPERIENCE, & SKILLS**

- **Education:** High School Diploma or GED equivalent is required.
- **Experience:** Two years of varied customer service, receptionist, records administration, program support, and general office experience is required, preferably including student and other records.
- *Preferred* in a HS program and education department.
- *ECE (Early Childhood Education) Units & Experience preferred-* knowledge of CCL (Licensing) staffing ratios, CD (Child Development) Permit Matrix and ability to determine appropriate substitute needs per classroom.

### **Knowledge & Skills:**

- Ability to generate and create various reports.
- Ability to understand and follow complex directions, both oral and written, while creating effective plans, work assignments, and workflow(s).
- Bilingual in English and Spanish is a plus.
- Data entry and ability to handle multiple tasks/projects simultaneously.
- Knowledge of ChildPlus is a *plus*.
- Knowledge and experience using Virtual Platforms (Zoom, Google Meet, GoToMeetings to setup and conduct meetings to actively participate and support program)
- Proficiency with computer applications such as Microsoft Office Suite, Windows, and the Internet

### **SPECIAL REQUIREMENTS**

***Prior to hire, the following must be assured:***

**Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 Form.

**Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

**Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Index (CACI) prior to starting work.

**Other Special Requirement:** Must use an automobile with adequate insurance coverage and a valid California's Driver's License or reliable transportation.

***Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.***

### **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk and must be able to lift and/or move up to 25 pounds.

***Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.***



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### **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials.

*Please use the link below to complete the application and submit your documentation:*

#### **External Applicant Link:**

<https://recruiting.paylocity.com/recruiting/jobs/All/17eff847-f426-4170-8652-62276b005ec3/Foundation-for-Early-Childhood-Education>

#### **Internal Applicant Link:**

<https://Talent.paylocity.com/Talent/Jobs/List?publicLinkKey=17eff847-f426-4170-8652-62276b005ec3>

#### **Please Note:**

Applications and all required documents such as cover letter, resume, copies of degree(s), transcripts, letters of recommendation, and any other pertinent documentation as deemed necessary must be submitted and uploaded through Paylocity. Additionally, letters of recommendations can be sent directly to the Human Resources Department via email at [hr@foundationheadstart.org](mailto:hr@foundationheadstart.org) by the due date listed in this job posting.

### **PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates eighteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 23-24 to the following service areas: Highland Park and Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.