Foundation for Early Childhood Education, Inc.
A NON-PROFIT ORGANIZATION
HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS
Excellence in Early Childhood Education and Human Services
3360 Flair Drive, Suite 100 ● El Monte, CA 91731 ● Tel: (626) 572-5107 ● Fax: (626) 572-7663

Employment Opportunity

Posted Date: April 11, 2016
Deadline Date: April 25, 2016

Position Title: **OFFICE ASSISTANT**
Reports To: **PROGRAM COORDINATOR**
Department: **HEALTH OR DISABILITIES**
Employment Status: **NON-EXEMPT**
Compensation Range: $2,060. - $2,910.

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

I. PROGRAM SUMMARY:

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development.
The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

II. SUMMARY OF DUTIES

Under the supervision of the Program Coordinator, performs basic clerical, data entry, receptionist and typing work by following specific routines and procedures; types information used in forms, letters, reports, bulletins, charts, handbooks, lists, forms, or other materials. Responsible for data entry of program information to agency data base system and ensures information of children/families are accurately tracked, recorded, and stored. Provides required data and lists, and related program information to internal sources.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: High School Diploma

Experience: One year experience or more working with Microsoft Word, Excel or a Data base system. One year or more working as a Data Entry Clerk or Administrative Assistant in an office environment.

Skills: Ability to implement oral and written directions, competency in standard office practices and procedures, including operating office equipment. Computer skills.

IV. 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. *
Fingerprint Clearances:	All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work. *
Other Special Requirement:	Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.
	*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must 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 site; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr, Ste 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above by Mail or In Person – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Letters of Recommendation
5. And any other pertinent documentation as deemed necessary