

## **ASPIRANET - JOB DESCRIPTION**

**Position Title:** Program Assistant Family Resource Center

**Responsible to:** Center Director

**Employment Status:** Part Time or Full Time/Non-Exempt

**Core Code/Position Code/WCC:** 8/5227/8742

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### **Job Summary:**

The Program Assistant, under the supervision of the Center Director is responsible for assisting in program development and implementing quality ECE and support programming for parents and children in the form of workshops, activities, and events.; other duties as needed. This position participates in trainings, staff meetings, and events, as needed.

### **Duties and Responsibilities:**

1. Coordinates and supports sub-contracted program providers and support staff (translation, childcare etc.).
2. Assists with program planning and Center calendar development.
3. Monitors and coordinates attendance, client satisfaction, data collection and evaluation activities;
4. Maintains networking relationships with the local community
5. Supports Center registration process from start to finish
6. Creates and provides daily family literacy, tobacco education, early learning opportunities, and parent education classes
7. Creates and provides pre-k transition programming that includes parent education and parent-child interactive classes that simulate preschool experiences. Programming designed to help families' transition children to high-quality preschool programs
8. Creates monthly story time activities and other early learning workshops
9. Complete all monthly program documentation in a timely fashion
10. Creates ice breakers for families at the beginning of classes to encourage a sense of community.
11. Provides support to families who come to the Center and communicate with families as necessary to facilitate consistent attendance at classes.
12. Follows-up with families who have indicated a desire to participate on class sign-up sheets
13. Participates in trainings, staff meetings, and other events as appropriate
14. Connects with local preschools, office of education, and other professionals in the preschool field to stay current with pre-k trends, issues, and educational strategies
15. Researches new programs based on target population needs
16. Meet weekly with Center Director for supervision.

17. As part of team, participates in other Center related activities.
18. Develops and maintain positive communication and working relationships with referring/placing and collaborative partner agencies.
19. Completes own administrative paperwork (time sheets, mileage, time off requests, phone bills & other expense reimbursements, weekly schedule, etc.) on time.
20. Maintains client and case confidentiality per Agency standards.
21. Supports and models Aspiranet's values, represent the agency in a professional manner, and abide by the agency's Professional Code of Ethics.
22. Demonstrates sensitivity and responsiveness to cultural differences.
23. Performs additional duties as assigned by Center Director

**Qualifications:**

- Minimum of A.A. degree, (12) twelve Early Childhood Education units
- Bilingual English/Spanish required
- Proven knowledge and/or experience of basic early childhood development principles and practices
- Experience working with infant & toddlers and/or preschool age children
- Ability to submit lesson plans in accordance with the First 5 program guidelines and approval process
- Ability to develop effective relationships with young children, parents/caregivers, and community members of diverse populations
- Experience in working in a learning environment with adults and children second-language learners, and knowledge of second-language teaching strategies
- Experience working with culturally diverse populations
- Meets all state required conditions of employment as set forth by Community Care Licensing for a licensed Community Care Facility; i.e. Fingerprint and Child Abuse Index Clearance, TB/Health Physical, valid California Driver's License and clean driving record (Motor Vehicle Report)
- Ability to work evenings and weekends as needed.

**Physical Demands:**

The physical demands and work environment 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 to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is within safe OSHA standards.

**Communication**

1. Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, and youths.
2. Prepares clearly and concisely written reports and summaries

3. Must be able to comprehend, follow, and clearly convey instructions to others.
4. Must be computer proficient and be able to work on a computer for up to 40 hours per week.
5. Bilingual English/Spanish (preferred)

Physical Activities

1. Must be able to handle or manipulate objects, tools, and operate controls.
2. Must be able to reach for stacked products, store and retrieve file boxes on high shelves.
3. Must be able to push, pull, lift and/or carry as much as 10 lbs.
4. Must have the ability and skill to drive a vehicle.

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I have read and understood the duties and responsibilities for my position as the Program Assistant Family Resource Center.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Rev. 4/10/12