

ROCK ISLAND COUNTY REGIONAL OFFICE OF EDUCATION

Telephone
309/736-1111

Tammy L. Muerhoff
Regional Superintendent of Schools

Fax
309/736-1127

Administrative Assistant- Early Childhood Education Department

Full-Time (1.0 FTE) Position Vacancy 12 Months

The Rock Island County Regional Office of Education is seeking an experienced, conscientious, and detail oriented individual to be a part of the Early Childhood Education Department team.

Job Description:

Title: Administrative Assistant

Department: Early Childhood Education Administration

Supervisor: Early Childhood Education Department Coordinator and Early Childhood Administrative Team

Employment Status: At-Will

FLSA Status: Non-Exempt

Primary Function:

To carry out clerical duties under the direction of the Early Childhood Education Coordinator and the Early Childhood Administrative team.

Qualifications:

Minimum of Associate's Degree preferred. Minimum of one year prior clerical work experience required. Have the ability to work as a team member. Must be proficient in using Microsoft Word, Excel, Internet Explorer, Email, and Publisher. Ability to work on multiple projects simultaneously. Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents. Ability to manage multiple tasks and achieve deadlines under pressure.

Major Duties and Responsibilities:

1. Work hours: Monday-Friday; 8:00am-4:30pm
2. Work as a team member to provide positive communication both written and verbal to the community and staff members.
3. Assist in the communication with reference checks for candidates who have interviewed for a position.
4. Maintain inventory of office supplies and communicate supply needs to the Administrative team.
5. File information as provided by the Early Childhood Administrative team in the location deemed appropriate.
6. Complete timesheets and submit on a weekly basis.
7. Communicate clearly and effectively (both verbal and written) with the Early Childhood Administrative team and department personnel, and community partners.
8. Respond to telephone, in person, or electronic inquiries or forward to appropriate person.
9. Provide general information to community agencies and the public about the program.

10. Performs general clerical duties to include but not limited to: photocopying, faxing, mail distribution, and filing.
11. Maintain confidentiality with respect to program components, employee information including salaries and grants.
12. Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
13. Complete data entry for grant funding purposes to the Illinois State Board of Education including the Physical and Immunizations report, ISBE End of the Year report, ISBE Follow-Up report and all SIS required data.
14. Assist with preparation for bi-monthly community screenings.
15. Assist with the preparation of meetings and trainings such as ordering meals, room set-up, clean-up, copying and organization of documents.
16. Attend monthly programmatic meetings and record meeting minutes.
17. Conduct sign-in and proctor of GED, Educator Licensure tests, and Illinois Constitution tests.
18. Perform all other related duties as assigned.

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 these essential functions.

1. Occasionally lift items up to 25 pounds.
2. Stand for longer periods of time.
3. Stoop, kneel, and crouch.
4. Sit on the ground and move from a sitting to standing position.
5. Climb stairs.
6. Work in a variety of weather conditions (i.e warm weather and humidity, cool weather and snow)
7. Exposure to occasional high volumes of noise.

14 paid holidays per year

Fringe benefits including: Personal, vacation, and sick time

To apply, complete employment application at www.rioe.com and submit along with resume, and three professional references by **Wednesday, February 22, 2017** to:

Natalie Doyle
Coordinator, Early Childhood Education Department
Rock Island County Regional Office of Education
3430 Avenue of the Cities
Moline, IL 61265
Natalie.doyle@rioe.com