

## JOB DESCRIPTION

TITLE PREKINDERGARTEN OUTCOME ASSISTANT

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate required. Demonstrated experience in working with spreadsheets, word-processing and specifically, Microsoft Office Suite software. Experience or training with the Galileo Learning Assessment System. Ability to use email.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the organization.
Mathematical Skills	Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 required to stand, walk, sit, and use hands to finger, handle, or feel, reach with hands and arms. The employee is required to talk clearly and hear accurately. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Director of Basic Prekindergarten

#### GENERAL RESPONSIBILITIES

1. Maintains records of activities to provide documentation of compliance with Head Start performance standards and fiscal reporting.
2. Assists in monitoring outcomes, training and staff support for the Galileo Learning Assessment System.
3. Completes assigned grant reports as necessary.

#### SPECIFIC RESPONSIBILITIES

1. Provides input and reports of Head Start in-kind information from volunteers and donations into the data management system.
2. Maintains responsibility for all parent conference and home visit data and records and provides timely reports to District and Head Start staff.
3. Maintains a file system of records and reports to ensure compliance with Head Start Performance Standards.
4. Provides direct technical support and monitoring of outcome results using the Galileo Learning Assessment System.
5. Assists in preparing and distributing resources to classroom staff and parents.
6. Completes all required reports, surveys and other paperwork as required by the Director of Basic Prekindergarten.
7. Maintains professional competence through in-service education activities provided by the District and State, and/or in self-selected professional growth activities.
8. Assists parents to determine eligibility when applying for openings in the Head Start/Prekindergarten program.
9. Processes Head Start Transportation Referrals and completes transportation requests for all approved referrals.
10. Utilizes Child Plus to input demographic information and monitor program activities.
11. Performs other duties as assigned.