



ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM



POSITION AVAILABLE

OFFICE ASSISTANT

AP Ross Head Start Center – Crowley, Louisiana

SALARY: \$17,127 annually (10 months)

QUALIFICATIONS:

- High School Diploma
- 12.0 on TABE or standardized achievement test administered by a certified agency/ institution
- Possess clerical and records management skills to be demonstrated on a proficiency assessment test
- Possess a working knowledge of web-based applications and database administration
- Possess a working knowledge of work processing software (i.e., MSWord, Excel) as demonstrated in a proficiency assessment test
- Possess skills and abilities in office management
- Must be able to compile and write neat and accurate reports
- Courteous and professional oral communication skills as demonstrated during interview
- Pleasing personality and courteous attitude for working with children, families, and the public
- Must have reliable transportation to fulfill job responsibilities.

TESTING: Anyone who HAS NOT tested is required to take the TABE test. You must score a 12.0 or better to qualify.

For scheduling, please call (337) 783-5808.

HOW TO APPLY: If you are interested and meet the above requirements, submit a letter of application and resume no later than the end of the workday on **TUESDAY, FEBRUARY 18, 2025** to:

Christy Higginbotham
Executive Director of Personnel and Administrative Services
Post Office Drawer 309
Crowley, Louisiana 70527-0309

or

Resumes may also be emailed to: humanresources@acadia.k12.la.us

The Acadia Parish School Board adheres to the equal opportunity provisions of Federal Civil rights Laws and Regulations that are applicable to this board.

Acadia Parish Head Start Center Locations:

AP Church Point Head Start Center
693 North Main Street
Church Point, Louisiana 70525
(337) 684-2031

AP Estherwood Head Start Center
214 Jefferson Avenue
Estherwood, Louisiana 70534
(337) 783-6884

AP Rayne Head Start Center
600 West Jeff Davis
Rayne, Louisiana 70578
(337) 334-4909

AP Ross Head Start Center
800 North Western Avenue
Crowley, Louisiana 70526
(337) 783-5432

**ACADIA PARISH SCHOOL BOARD HEAD START PROGRAM
JOB DESCRIPTION**

TITLE: **OFFICE ASSISTANT I**

REPORTS TO: Immediate Supervisor
Program Supervisor

CENTER SUPERVISOR: Site Supervisor

PROGRAM SUPERVISOR: Head Start Director

QUALIFICATIONS:

- High School Graduate
- Possess skills and abilities in office management
- Be able to deal with a variety of people
- Score 10.0 G.E. or above on standardized achievement test administered by certified agency/institution

JOB GOAL: To assist the Site Supervisor in the smooth operation of the Head Start Center

DUTIES AND RESPONSIBILITIES:

1. Carry out the goals, policies, and activities of the Head Start Program
2. Assist the Site Supervisor in the operation of the Head Start Center
3. Receive visitors, parents, and staff at the Head Start Center, determine the nature of their visit, and direct them to the appropriate person
4. Answer the telephone and take & route messages
5. Communicate regularly with the Central Office regarding the maintenance and upkeep of personnel and insurance files as per licensing standards
6. Perform a variety of typing / clerical duties for Site Supervisor and Education Staff
7. Collect and distribute mail
8. Keep a log of visitors to the Head Start Center which will include name, time of visit, nature of visit, and visitor signature

GENERAL RESPONSIBILITIES:

1. Uses appropriate written and oral communication skills
2. Maintain regular attendance and punctuality
3. Works cooperatively with colleagues and other Head Start and agency personnel
4. Assists with securing in-kind and completing documentation
5. Attend and participate in meetings, committees and trainings as required
6. Follow established lines of authority and channels of communication
7. Adhere to School Board and Head Start Personnel Policies/ Procedures and Staff Handbook
8. Adhere to Standards of Conduct as defined in Head Start Performance Standards section subpart C of part 1303 of this chapter and applicable Federal, State, local, and Tribal laws
9. Report incidences of observed child abuse/ neglect as defined by Louisiana State Law 14-403.
10. Perform additional duties as assigned

TERMS OF EMPLOYMENT: 10 MONTHS

DATE OF HIRE: _____

EXPERIENCE LEVEL: _____

BEGINNING SALARY: \$ _____

PROBATIONARY PERIOD: *FROM* _____ *TO*: _____

I have reviewed and agreed to the responsibilities outlined in this job description.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

POSITION TITLE: SITE SUPERVISOR