

**POSITION TITLE: Education Support Staff II**  
**RESPONSIBLE TO: Education Coordinator**  
**WORK SITE LOCATION: Madison Office**  
**HOURS OF WORK: 40 hours per week up to 52 weeks per year**  
**DAYS PER WEEK: Monday-Friday**  
**SALARY RANGE: (TBD)**  
**STATUS: Regular Full Time/Non-Exempt**

**JOB SUMMARY:**

To support the Education Coordinators and other office staff to maintain child outcomes record keeping, monthly teacher paperwork, and maintain availability of consumable resources. To maintain the teachers' store room and inventory of available materials. To ensure that the program complies with Head Start Performance Standards, Minnesota Department of Human Services (DHS) and Minnesota Department of Education (MDE) regulations. To substitute for classroom staff and Early Head Start home visitors as needed.

**PRIMARY JOB FUNCTIONS:**

1. Responsible for coordinating subbing in classrooms and/or substitute when schedule allows.
2. Assist with maintaining the teachers' store room and inventory of available materials.
3. Responsible for ensuring classrooms have equipment/supplies as required by licensing and Performance Standards.
4. Assist with tracking of lesson plans, classroom observations, home visits, socializations, child lists, and Teaching Strategies Gold (TSG) reports.
5. Assist classroom staff with parent orientation, open houses, and end of year celebrations.
6. Monitor classroom staff to ensure Family Advocate paperwork is completed.
7. Responsible for updating and recording use of the Parent Engagement calendars.
8. Assist with planning and monitoring monthly Parent Engagement activities and maintain appropriate records.
9. Responsible for ensuring parent resources are updated and organized.
10. Assist families with resources and/or referrals to outside agencies and provide follow-up as needed.
11. Attend MHSA Parent Engagement trainings and events.
12. Assist Education Coordinator in organizing staff trainings.
13. Assist with data entry using ChildPlus.
14. Run reports off of ChildPlus.
15. Analyze and present Program Data.
16. Assist with prepping and conducting parent meetings.
17. Obtain Train-the Trainer Family Service Credential and assist with conducting Family Service Credential trainings for classroom staff.
18. Support ERSEA Coordinator with recruitment efforts.
19. Assist with completion of ESI-R.

**SKILLS & QUALIFICATIONS:**

1. Must be a qualified substitute, needs to hold a minimum of an Associate Degree in Early Childhood Education.
2. Experience with preschool children in educational settings preferred.
3. Continued training in Early Childhood Education. (2% of hours worked)
4. Must be organized.
5. Ability to cooperate with teacher, staff members, school personnel, and parents.
6. Ability to take direction.
7. Ability to relate to children and their parents in the program.
8. Ability to sit on the floor/run/lift/crawl with children during play, classroom activities, and diapering.
9. Work experience in Community Service based programming preferred.
10. Past or present Head Start parent or student preferred.
11. Must be detail orientated.
12. Must be a self-starter.

13. Must be flexible and able to work on a number of projects at one time.
14. Knowledge of general clerical skills.
15. Knowledge of computer software applications necessary to perform job functions.
16. Ability to work independently.
17. Ability to prioritize.
18. Ability to follow a budget.
19. Family Service Credential preferred.

**AGENCY REQUIREMENTS TO OBTAIN AND MAINTAIN EMPLOYMENT:**

1. Pass a background check.
2. Possess a valid driver's license and have access to a vehicle.
3. Pass an initial TB screening.
4. Pass an initial physical.
5. Complete a Defensive Driving course every three years.
6. Maintain First Aid and infant/child CPR training certification.

**JOB RESTRICTIONS:**

While performing duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is also required to climb, balance, stoop, kneel, bend, crouch and crawl frequently. This job may require lifting up to 60 pounds, occasionally.

The physical demands described above 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.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE. EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This document does not constitute a written or implied contract of employment and may be revised at any time by the agency.

***I am able to perform the essential functions of this job.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EOE/AA/ADA EMPLOYER**