

Policy Number: JD 008	Title: Early Childhood Health/ERSEA Administrative Assistant
Performance Standard:	Original Date: 8/2017
USD 418 BOE Policy:	Policy Council Approval/Revision: 9/2017, 01/2020 BOE Approval: 01/2020

QUALIFICATIONS:

1. Have knowledge of and ability to use modern office procedures and word processing equipment in an accurate and efficient manner
2. Complete criminal history record information from the Kansas Bureau of Investigation.

REPORTS TO: Director, Assistant Director of Health and Safety/Assistant Director of Family and Community Services

JOB GOAL: Conduct office duties and related tasks in an independent, effective manner to ensure the productive operation of McPherson/ USD 418 Early Childhood Programs. Assist Assistant Director of Family and Community Services and the Assistant Director of Health and Safety.

ESSENTIAL FUNCTIONS:

1. Send requisitions to physicians for current physical, hemoglobin, and lead. To be completed at the time applications are received as well as when physicals for returning students are done throughout the year.
2. Send requests for immunization records, when needed, and at the time application is received. Send for updated immunization records when a child has received 4-year immunizations.
3. Send for dental records when application is received, if a child has seen a dentist. Otherwise, send for dental records at the time of the dental appointment. Send for updated dental information when a child sees the dentist for treatment.
4. Enter a written record of requests on a child's progress notes in file under the miscellaneous tab. Enter record of requests in Child Plus under health events. When records are received, make copies for nurses and send original to family advocate. Enter the data received in Child Plus under the health events.

5. Restock first aid supplies in supply cabinet and in classroom first aid kits at the beginning of the school year. Restock items as needed throughout the school year.
6. Assist the Assistant Director of Health and Safety with hearing and vision screening for Pre-K students in the Early Childhood Program throughout the school year when needed.
7. Fill out the Early Childhood Center/Head Start Vision Screening Record form with vision screening information from annual physical, if available, and include in the child's file.
8. Prepare nutrition assessment forms for Head Start children not currently enrolled in WIC (must have a current WIC assessment in past 6 months). Family advocates do the assessment, but forms must have hemoglobin and lead information added, and a current growth assessment chart attached before forms are sent to dietician for assessment.
9. Organize files at the beginning of the year and throughout the year as needed and enter into ChildPlus. Files are forwarded to the family advocate.

Recommended order:

1-Medical	2-Dental	3-Nutrition	4-Miscellaneous
Physical	Dental forms	Diet orders or restrictions	Progress Notes
Labs-hemoglobin, lead	Fluoride sheets (if needed)	WIC assessments	Authorization for release of confidential information forms
Immunization records		Nutrition assessments (family advocate & dietician)	
Other physical screenings		Current Growth Charts (updated each time new growth assessment done)	5-Old Records
			All records one year old or older that have been replaced by current record
Hearing forms			
Vision forms			
Health history			

10. Make copies of monthly special diets and send copies to appropriate person/s or location/s, including: health coordinator, cook, food service coordinator for the district, health aide, and to classroom.
11. Obtain and record blood pressures in ChildPlus for each child at the beginning of the school year, unless done by physician on physical exam.

12. Assist with the creation of documents, advertisements, brochures and flyers for parent events, notice and recruitment or as needed by Advocates or Assistant Family and Community Service Director.
13. Assist with application fairs, orientation, and preparation for parent events.
14. Assist with student application entry as directed by the Assistant Director of Family and Community Services.
15. Send letters to families requesting information that is needed
16. Assist with placement letters and mass mailings.
17. Assist with the collection of family surveys for the Assistant Director of Family Service. Complete Data entry as necessary.
18. Perform other duties as requested by the ECO Director and Assistant Directors.
19. Understand and maintain confidentiality.

TERMS OF EMPLOYMENT: Contract for 8 hours per day, five days per week and 260 days per year. Benefits as provided in McPherson USD 418 board and policies, hourly rate based on the classified salary scale.

EVALUATION: Performance of job will be evaluated in accordance with board policy.