

SPRINGFIELD URBAN LEAGUE, INC.

DATA ENTRY CLERK/RECEPTIONIST

The position of Data Clerk/Receptionist regardless of race, creed, color or disability, will be housed at a Springfield Urban League Head Start site and will report directly to the Site Manager. The Data Clerk/Receptionist will assist in the coordination and ensure accurate data entry, and record-keeping within the information system utilized. The Data Clerk/Receptionist will also generate reports as requested and ensure organized efforts for on-going program improvement in this area. The Data Clerk/Receptionist is also responsible for the reception area and office management within the Head Start Program.

ESSENTIAL FUNCTIONS:

1. Signs in and out daily when arriving and departing any Head Start Site.
2. Types and assembles correspondence, reports, and other materials as directed by the Site Managers.
3. Provides for a pleasant reception of staff, visitors, parents and phone calls. Assures appropriate sign-in and identification procedures are implemented for all persons coming into the building.
4. Responsible for guiding parents and visitors to appropriate areas. Assist parents as necessary to complete a Change of Status forms.
5. Responsible for site emergency care access in release of children and update of files as necessary.
6. Keep 3-day absentee book in order.
7. Responsible for daily sign-in and out record keeping to be submitted monthly to Site Manager for staff and children.
8. Assist in taking program applications as necessary.
9. Alerts Site Manager to any Head Start operation problems.
10. Daily mail coordination.
11. Type and assemble newsletter publications monthly.
12. Site data gathering and assembly as requested by Site Manager.
13. Support staff by making copies of materials as requested and providing for distribution.
14. Maintain confidentiality of files and information.
15. Responsible for Grandparent timesheets.
16. Responsible for Parent Display Board being changed monthly.
17. Must attend all staff meetings, workshops and trainings as assigned.
18. Under the guidance of the Lead Data Clerk, the Data Clerk/Receptionist will assist in providing statistical reports and analysis on enrollment, social services, child development, and health/nutrition and parent involvement in order to facilitate the follow-up and tracking of services.

19. Input and maintain required data with accuracy in accordance with program procedures.
20. Maintain accurate and complete files on each child and family member in Head Start and Early Head Start, as well as those on the waiting list.
21. Provide data and reports to the Lead Data Clerk, Education and Youth Services Director and FCP Coordinator as requested.
22. Maintain the management information (Childplus) to include technical assistance and securing and alerting the Lead Data Clerk to any problems.
23. Ensure the program back-ups are completed nightly with back-up tapes secured.
24. Distribution of accurate classroom enrollment lists to all classrooms and Coordinators on a monthly basis.
25. Responsible for accurate daily attendance and forwarding to the Site Managers.
26. Provide to the Transportation Coordinator the completed emergency information of enrolled children as they are enrolled.
27. Employee will comply with the policies and procedures for bus monitoring. Bus monitoring services will consist of (but not limited to) securing all children in seatbelts, taking attendance, securing authorized signatures when releasing the child from the bus. Employee will also maintain control and ensure the safety of the children on the bus at all times.
28. Additional duties and responsibilities may be assigned.

QUALIFICATIONS:

1. Must have a high school diploma/GED and minimum of one year's experience in data entry.
2. Must be self-directed and able to work effectively under pressure and meet deadlines.
3. Must have reliable transportation.
4. Must be able to pass a medical examination certifying freedom from communicable diseases and illegal substances.
5. Ability to work well and communicate with children, staff, parents and others.
6. Must be able to organize and work effectively with varied staff and have the ability to summarize information accurately and clearly.
7. Must possess excellent organization skills, quantitative skills, data entry skills and knowledge of data base applications, networking.
8. Must have excellent attention to details with good follow-through.
9. Must have a positive attitude toward direction.
10. Flexibility in work environment with willingness to learn new skills.