

# Red Wing Public Schools Position Description

## Early Childhood Screening Administrative Assistant

---

### General Information

Department: Community Education and Recreation  
Unit: Non-Classified Personnel  
Immediate Supervisor: Early Childhood Director  
Grade Placement: 10  
FLSA Status: Non-Exempt

### Position Summary

Assist in creating a welcoming, organized environment for the administration of early childhood screening. Including scheduling, organizing paperwork, greeting families and controlling flow during screening events.

### Essential Duties and Responsibilities

1.	Serves as the internal scheduler for early childhood screening services. <ul style="list-style-type: none"><li>a) Schedule screening appointments by phone</li><li>b) Check screening voice messages and return calls</li><li>c) Send reminders for upcoming screening appointments</li><li>d) Maintain a shared early childhood screening schedule</li><li>e) Schedule interpreters as needed</li></ul>
2.	Monitor and organize required paperwork for early childhood screening <ul style="list-style-type: none"><li>a) Create screening packets</li><li>b) Send screening forms to families</li><li>c) Create files for screening events</li></ul>
3.	Provides customer service on the phone and at the office <ul style="list-style-type: none"><li>a) Greet families</li><li>b) Check families in to the family center</li><li>c) Ensures all required paperwork is completed</li><li>d) Facilitate transition for families between screening spaces</li></ul>
4.	Completes any necessary follow-up resulting from screenings and/or referrals. <ul style="list-style-type: none"><li>a) Ensure MARSS forms are completed correctly</li><li>b) Copies files for children with referrals</li><li>c) Provide a warm handoff for families with referrals</li></ul>
5.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

## **Required Education, Training, and Work Experience**

Required Education / Training: High School Diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Experience working with young children and families

Licenses / Certifications Required: Valid driver's license in MN

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Operational policies and procedures
- General fundamentals of child development stages
- Safety procedures and general sanitation issues
- Basic behavioral strategies

## **Essential Skills Required to Perform the Work (Examples below)**

- Minimum of one year of relevant clerical experience
- Computer experience to include word processing and data entry
- Ability to maintain confidentiality
- Experience working with young children and their families.
- Experience working effectively with culturally and ethnically diverse populations.
- Excellent oral and written communication skills.
- Excellent customer service skills

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.

## Classification History and Approval

Created (Date Created or Revised):