

Head Start Parent, Family, and Community Engagement (PFCE) Clerk Job Description



Job Title:	Head Start PFCE Clerk	FLSA:	Non-exempt
Reports to:	Head Start Program Directors	Pay Grade:	Clerical/Para 2
Dept./School:	Early Childhood Learning Department Bamberg Prof Dev't and Resource Center	Calendar Days:	200
		Revised:	7.11.2024

Primary Purpose

The Head Start Parent, Family, and Community Engagement (PFCE) Clerk will ensure efficient document management, data entry, and clerical services for Head Start. This role also includes communication with families during registration, school, and community events.

Qualifications

Education/ Certification:

- High School Diploma or GED
- 48 college hours OR Paraprofessional Assessment of Knowledge and Skills (PAKS)
- CPR and First Aid Certifications are preferred
- Must be able to obtain a Family Service Certification or Credential within 18 months of hire

Special Knowledge/Skills:

- Proficient keyboarding and file maintenance skills
- Ability to maintain accurate and legible records
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks changing assignments on short notice
- Effective organization, communication, and interpersonal skills
- Computer skills are required
- Bilingual preferred

Experience:

- Minimum two (2) years of clerical experience

Major Responsibilities and Duties

1. Input and maintain Head Start family and student information using the program management system(s) and update student records according to the Head Start Performance Standards
2. Document communication and attendance of family engagement and community events
3. Attend family engagement and community events, as needed
4. Provide initial eligibility verification and complete health screenings for all incoming Head Start students and documents
5. Create and maintain classroom rosters, waiting lists, and student folders according to Head Start applicable deadlines
6. Conduct and document daily playground safety checks
7. Receive, label, and document incoming grant-funded materials and supplies
8. Maintain confidentiality at all times

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Other

9. Assume other duties as assigned by the Head Start Program Directors, Director of Head Start, School Assistant Superintendent of Primary Schools, or Chief of Schools.

Evaluation

The Head Start Parent, Family, and Community Engagement Clerk's evaluation is the responsibility of the Head Start Health and Safety Program Director and Head Start Parent, Family, and Community Engagement Program Director. A performance evaluation shall be completed in writing at least once during the school year.

Work Environment

Mental Demands: Work with frequent interruptions, and maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer, peripherals, and screening equipment.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching, moderate walking

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); noise exposure.

This document describes the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

*This position is funded by Federal/and or State grants. You understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.