

Job Description

Ashe County Partnership for Children

Job Title: Family Literacy Assistant **Reports To:** Family Support Director
Classification: Non-Exempt **Department:** Family Support/Family Literacy
Effective Date: May 1, 2010

Job Statement: The Family Literacy Assistant provides transportation to and from Family Central for applicable students and their children, ensures maintenance of the agency vehicle, assists in the early childhood classrooms as needed and provides assistance to the operation of the program. The Family Literacy Assistant reports to the Family Support Director.

Duties include, but are not limited to:

1. Provide transportation for adult literacy students and their children in the mornings (and afternoons, if possible).
2. Maintain mileage logs.
3. Maintain agency vehicle upkeep including cleaning, fueling, first aid kit, fire extinguisher.
4. Daily inspection of vehicle to ensure tires properly inflated, inspection sticker is valid, oil change is within recommended mileage, seat belts in proper working order.
5. Ensure several times a day that child car seats are properly installed in agency vehicle and in good working order.
6. Other duties may include:
 - a. Assist in early childhood classrooms, as needed.
 - b. Call in lunch orders for children, students and staff. Pick up and serve the order.
 - c. Maintain record-keeping for child care facility, as directed by Family Support Director.
 - d. Assist with special projects as assigned by Family Support Director.
7. Represent the Partnership to the community in a positive and appropriate manner.
8. Any other projects, tasks or assignments considered necessary for the well-being of the agency.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific Requirements:

1. Education and/or Experience: Experience with children is preferred.
2. Clean driving record.
3. Ability to provide an appropriate atmosphere for adults and children while being transported
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Ability to write routine reports and correspondence.
6. Ability to speak effectively before individuals or groups of clients and/or employees of organization.
7. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
8. Computer skills: ability to use or learn to use email.

Certifications, Licenses: Valid driver's license

Safety, Security and Confidentiality: This position requires keeping complete confidentiality of all student and child information and protecting the confidentiality of all Partnership information, files and records.

Physical Demands: The physical demands described here 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. While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to sit, stand and walk. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.