

Job Title	Office Clerk - Education & Special Services
Employer/ Agency	Harris County Department of Education (HCDE)
Job Description	<p>To support the daily operations of the Education, Disabilities and Mental Health Services content areas and to perform general administrative duties as a member of the program's administrative team.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Model HCDE and Head Start's mission, vision, and values. • Provide administrative assistance to the Education and Special Services Manager and support the daily operations of the Education and Special Services team. • Develop and maintain various record-keeping systems, including those for curriculum resources, printing and supply budgets. • Submit reports and documents in a timely manner including tracking required educational activities timelines for compliance. • Order and inventory materials for the program, including forms, technology, Traveling Library and items related to education, disabilities and mental wellness activities. • Organize and manage routine work activities to support projects. This includes, but is not limited to scheduling interviews and appointments, assisting with contract preparation, and communicating with clients and community partners. • Assist with preparation for meetings and special events, including the Education Services Advisory Committee and the Art Show. • Organize and manage childcare for all Policy Council related events. • Maintain confidentiality of information. • Perform other duties as assigned
Qualifications	<p>Education/Certification:</p> <ul style="list-style-type: none"> • High school diploma or GED certificate, some college preferred <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Ability to interact with diverse populations • Effective/efficient interpersonal and analytical skills • Ability to work cohesively on an interdisciplinary team • Ability to consistently provide high level customer service • Proficiency with computer systems and software applications (database, spreadsheet, word processing and some desktop publishing) • Accurate note-taking skills • Ability to maintain accurate and auditable records • Ability to organize, prioritize and meet multiple deadlines • Bilingual (English/Spanish) speaking and writing skills preferred <p>Required Experience:</p> <ul style="list-style-type: none"> • Minimum three years of experience providing administrative support or related experience

Salary/Hours	\$14.54 - \$15.41/hr
Employer/Agency	Harris County Department of Education (HCDE) Head Start Office
Application Method	Apply online: https://apps2.winocular.com/harriscosd/jobs/ Job# 001872 Search by Job Title
Opening Date	07/15/2015

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