

NHTI, Concord's Community College Supplemental Job Description

Incumbent: _____

Classification: Clerk I

In-House Title: Clerk – Child & Family Development Center

Position Number: 9Temp

Function Code 2051-058

Date Established: 11/14/02

Date of Last Amendment: 2/21/08

SCOPE OF WORK: Responsible for creating a warm, caring and safe environment, to support children and teachers in ways that improve the overall quality of care and education. This position reports to the Director of the Child and Family Development Center at NHTI.

ACCOUNTABILITIES:

- Responds sensitively to the interests, requests and needs of individual children;
- Actively engages children in developmentally appropriate activities;
- Interacts playfully with children and encourages natural exploration and curiosity;
- Assists teachers in recognizing and recording children's progress and documenting accidents, medication and concerns;
- Communicate concerns regarding children and families to the teacher and director;
- Assists in cleaning and organizing to maintain classroom well being and upkeep;
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Completion of two years of high school or its equivalent.

Experience: No experience required.

License/Certification: None

PREFERRED QUALIFICATIONS: College student who has not yet received a college degree preferred.

RECOMMENDED WORK TRAITS: Some knowledge of proper English usage and grammar. Ability to understand and follow oral and written instructions. Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental procedures. Ability to make simple arithmetical computations and tabulations accurately and with reasonable speed. Ability to establish and maintain effective working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

Supervisor's Name and Title: Lisa Ranfos, Director – Child & Family Development Center

The above job description accurately reflects this employee's job duties.

Supervisor's Signature

Date Reviewed

CCSNH – Director of Human Resources

Date Approved

Prepared by Lisa Ranfos, Director – CFDC, and Alyssa LaBelle, HR Technician, 5/4/07

