

Region 9 Education Cooperative

EHS/HS Support Job Description

POSITION TITLE: EHS, HS Support
Report To: EHS/HS Director
Contract Days: 38 weeks/year, 20 hours per week, Aug 10, 2022 - May 26, 2022
Classification: Nonexempt
Salary Schedule: HS TA

ESSENTIAL FUNCTIONS:

1. Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.)
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
4. Attendance on a regular basis consistent with the Region 9 attendance policy is required. Attendance at mandatory Region 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory Region 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner is required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the Region 9 employee policy manual, technology policy, and tracking system are required.
11. Travels from site to site as required for completion of job duties.
12. Supports and contributes to overall Region 9 mission, vision, values and goals as an appointed member of the agency leadership team.
13. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
14. Assist Early Head Start and Head Start programs as requested.
15. Responsible for breakfast, lunch, and snack transportation from the LCMC food service department to the Head Start Classrooms on a daily basis. Assist in daily meal counts for USDA purposes.

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16. Must use commercial kitchen equipment according to standards set forth by the State Environmental Department to ensure the sanitation of dishware and utensils. Cleaning all the dishes and putting away all service ware.
17. Keep the kitchen area and surfaces clean. Disposal of all trash as needed. Sweep and mop the cafeteria and kitchen area after each meal. Clean and sanitize the cafeteria tables after each meal.
18. Wash and dry all dishes including serving pans. Return serving pans to LCMC after each meal
19. Participate in CACFP training and Head Start training to ensure compliance with CACFP and program regulations.
20. Maintain communication and coordination of schedule and work duties with the EHS/HS Director.

Competencies and skills:

Ability to effectively interact with employees to understand their needs and explain data.

Google Docs for Education, Microsoft Office, Use of Microsoft Windows, Macintosh OS, Chrome OS, and use of mobile electronic devices.

Establishing and Maintaining Interpersonal Relationships. Developing constructive and cooperative working relationships, demonstrating ability to communicate effectively in person and via telephone with Region 9 staff members, employer groups, Educational Administrators, using strong dialogue and customer service competencies.

Communicating with Supervisors, Peers, or Subordinates. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

QUALIFICATIONS

High School Diploma and two years successful work experience in early childhood or related field. Must demonstrate strong written verbal, and interpersonal skills. Health/nutrition experience preferred but not required. Have willingness to carry out assigned tasks and performance responsibility. Other qualifications determined necessary by the Coordinating Council and Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

- Ability to work under minimal supervision. Must exercise initiative and judgment in performing a job.
- Ability to understand oral and written instructions. Exhibit writing ability used for accounting practices, communication, reports, budgets, and personnel records.
- Verbal communications to describe, explain, detail, and give instructions.
- Motor ability to coordinate eyes, hands, fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **EHS, HS, Region 9 Support**. I further understand that I am responsible for the satisfactory execution of the essential functions

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described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____ Date _____

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