

SHASTA HEAD START CHILD DEVELOPMENT, INC

ERSEA MANAGER

Supervisor: Operations Director

Classification:

Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

The ERSEA manager is directly responsible for the overall administration, supervision, coordination, and organization of the ERSEA department. The ERSEA manager will coordinate services with other management personnel to meet the goals of the agency.

Essential Duties and Responsibilities

- Develop, maintain, and manage system to track the eligibility, recruitment, selection, enrollment, and attendance of children to comply with federal and state program regulations.
- Verify income and eligibility qualifications of children and families, and ensure applications are complete and data is accurately entered into the ChildPlus database.
- Create and maintain record keeping and reporting policies for waitlists, enrollment, attendance, timelines, schedules and procedures in accordance with designated state and federal program requirements.
- Ensure on-going monitoring, tracking, follow-up and analysis of enrollment data, and produce regular reports for management meetings.
- Maintain enrollment forms, insuring information is current, correct and disseminated to all necessary staff to meet program requirements.
- Determine the need for recruitment activities to provided information and enrollment opportunities to children and families.
- Supervise ERSEA department staff, monitoring performance, providing evaluations, facilitating goal setting and staff development.
- Ensure full program enrollment and maintenance of a sufficient wait list.
- Compile and submit Program Information Report (PIR) data on a periodic basis.
- Attend meetings and trainings as required.
- Perform other duties as determined by supervisor.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze and interpret written materials, and to communicate with families and staff as needed.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentage and interpret and develop graphs.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- MS Office, Child Plus, Excel
- 10-key
- Ability to work independently as well as a team member.
- Ability to work a flexible schedule based on the work flow variance during the program year.

Education

Minimum

Bachelor degree in business administration, accounting or finance.

Training and Experience

Minimum

Prior management and supervision experience

Desired

A thorough understanding of Head Start and State of California child and family enrollment requirements.

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 sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title