

SHASTA HEAD START CHILD DEVELOPMENT, INC

Enrollment Coordinator

Supervisor: ERSEA Manager

Classification: Non-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

Oversee eligibility and enrollment of families and assure implementation of policies and procedures to maintain integrity of state and federal enrollment.

Essential Duties and Responsibilities

- Coordinate the implementation of the CSPP and CCTR State contracts, ensuring a comprehensive and integrated approach that meets the State of California standards and regulations.
- Maintain record keeping and reporting systems, schedules, attendance, timelines, policies and procedures in accordance with designated state and federal program requirements, and applicable laws and regulations.
- Ensure on-going monitoring, tracking, follow-up and analysis of program enrollment and eligibility.
- Ensure full enrollment in collaboration with the family services staff. Assist with recruiting activities as needed.
- Provide training and guidance to staff on a variety of pertinent enrollment topics.
- Ensure coordination of communication with parents, program managers, staff, and program consultants to enhance program services and maintain eligibility and enrollment standards.
- Collaborate with state and community partners as needed to enhance program services.
- Complete and update the monthly state 801A and 801B reports.
- Provide the fiscal department with monthly attendance for state billing.

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 periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write technical reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from groups of managers, regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to travel throughout the Shasta Head Start catchment area as needed.

07/16/2013

Education

Minimum

Associates degree (A.A.) in Business Administration, Accounting, Finance, or related field.

Desired

Bachelor's degree (B.A.) in Business Administration, Accounting, Finance, or related field.

Training and Experience

Desired

Two or more years of clerical experience in a position of comparable responsibility, including developing policies and procedures and providing group trainings.

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