

Under the direction of the Manager - Program & Quality Assurance, coordinates, plans, implements and organizes the eligibility, recruitment, selection, enrollment and attendance (ERSEA) functions of the Early Learning Services Department (Department), for directly operated and partner sites; audits and monitors ERSEA data and files for enrolled children; develops and distributes specialized program reports; trains and supervises the performance of assigned personnel.

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates, plans, implements and organizes the ERSEA functions of the Department, for directly operated and partner sites; implements and monitors processes and procedures for recruiting and maintaining full enrollment in Department programs; develops and implements recruitment plans and calendars for directly operated sites and assists partners in marketing and outreach tasks to reach full enrollment.

Audits and monitors ERSEA data and files for enrolled children; prepares, organizes and assists other Department personnel in the completion of the Program Information Report, including annual Self-Assessment and Community Assessment documentation; works with appropriate program management to ensure proper governing body approval; proposes

~~Leads and advises committees of management staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance; receives and reviews reports from management staff and partner agency representatives; reviews details of performance in maintaining compliance in services provided under stewardships; compiles information and related data and develops program-wide status reports; identifies and implements program~~

related to programs and distributes reports to staff as needed; assures compliance with the bi-monthly monitoring schedule, reviewing the ERSEA section of s compliance and report findings; maintains and monitors the attendance tracking system for both directly operated and partner sites; identifies, analyzes and addresses attendance deficiency causes and proposes strategies to correct identified problems; assists in drafting procedures that address undocumented and unexcused absences.

Develops and distributes reports regarding eligibility for children transitioning from one program to anot

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:


- Coordinate, plan, implement and organize the)
- Audit and monitor ERSEA data and files for enrolled children.
- Evaluate program, system or procedural design and recommend changes.
- Operate a computer and assigned software including word processing, data entry, database management and spreadsheet programs.
- Collaborate with external agencies.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Plan and organize work.
- Collect, assemble and analyze data preparing reports and monitoring progress.
- Analyze and apply federal and state regulations concerning the storage and release of data as per HIPPA, FERPA and other applicable regulations.
- Supervise, train and evaluate assigned personnel.

Any combination equivalent to: B

related field and two years increasingly responsible experience in a role related to eligibility, recruitment, enrollment, selection and attendance for an educational program. One year supervisory experience is preferred.

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Approved by Personnel Commission: June 23, 2011
Revised: 11/28/12; 11/14/18



Jonathan Muñoz

Date: 11/14/2018

Director HR/Classified Personnel Services