

I. JOB TITLE: Enrollment Specialist

II. JOB DESCRIPTION

This is a fulltime professional, non-exempt position responsible for the coordination of the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) component systems of the Head Start Program. The Enrollment Specialist is primarily based in Central Office, but is required to travel within the service area on a regular basis. This position is responsible to the Head Start Directors.

III. EXAMPLES OF WORK PERFORMED AND CONDITIONS

- a. Assists in applying established criteria in the selection of program participants and coordinates enrollment procedures.
- b. Oversee maintenance of funded enrollment level, monitor wait lists and fill any vacancies within 30 days.
- c. Tracks attendance for children in each location and promotes regular attendance.
- d. Determine, verify and document eligibility.
- e. Develops and maintains a system whereby necessary records pertaining to services and to children and families served are made and preserved.
- f. Presents philosophy and nature of the Head Start Program to Head Start families and to citizens, agencies, and organizations in the community.
- g. Provide training, technical assistance, counseling, and guidance to teachers and home visitors as needed.
- h. Encourage and partner with Head Start parents as they become and/or remain actively engaged in Head Start activities.
- i. Orients parents in the philosophy, policies, and practices of parent involvement in a Head Start Program.
- j. Maintains desirable relationships between the Head Start program and community resources.
- k. Advocates for and assists in the development of additional community resources designed to assist Head Start families meet their social service needs.
- l. Assists groups of Head Start parents in the formation and maintenance of home-based and center-based parent committees.
- m. Responsible for the maintenance of ERSEA.
- n. Responsible for development and regular updating of the community needs assessment.
- o. Assists in the planning of parent education and training programs.
- p. Assists parent members of the Head Start Policy Council in fulfilling their Council roles and assists the Policy Council in its activities.
- q. Performs other duties as may be assigned by the Head Start Directors.

- r. Needs to be able to lift 40 - 50 pounds.
- s. Needs to be able to work some evenings and/or weekends as necessary.
- t. Needs to be able to travel to out-of-area professional development opportunities as necessary.

IV. QUALIFICATIONS

Baccalaureate degree preferably related to one or more of the disciplines that staff oversee.

Must have strong skills in the following: verbal/written communication, computer applications (ex. Microsoft Office), time management, organization, recordkeeping, and teamwork. Must be willing to further education as necessary.

V. SALARY ENTRY LEVEL: Chart III