

TRI-COUNTY COMMUNITY ACTION, INC.
PROJECT HEAD START & EARLY HEAD START
JOB DESCRIPTION

JOB TITLE: ERSEA Manager (Eligibility, Recruitment, Selection, Enrollment and Attendance)

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time; non-exempt

GENERAL DESCRIPTON: The ERSEA Manager is responsible for all activities related to the eligibility, recruitment, selection, enrollment and attendance of children and families. He/she will ensure all Head Start/Early Head Start Performance Standards are met and the agency is fully enrolled the first day of school and every day after. Responsible for ensuring ongoing recruitment efforts are conducted and enrollment data in Child Plus is up to date.

QUALIFICATIONS: B.S. or B.A. degree preferred, but not mandatory. A high school diploma or GED is required. Some college preferred in social work, mental health, child development, sociology or psychology. The person filling this position must possess the poise to speak before groups and possess the use of language both oral and written. He/she must have the ability to organize time and tasks, be willing to accept responsibility and have the ability to act with good judgment under stress. He/she must be able to accept other's life styles, philosophies and status without making value judgments. Must enjoy working with people, work without supervision, and on occasions be willing to accept supervision and profit from it.

EXPERIENCE: Experience in working with individuals, groups, families, communities and organizations. Knowledge in community resource, some knowledge of Child Development and working with professionals.

DUTIES:

- Ensuring that the agency maintains compliance with enrollment and waiting list; monitor waiting list to ensure compliance.
- Order and distribute all HS/EHS recruitment materials. Ensure all materials contain required information on material according to standards.
- Assist Center Base and Home Base HS/EHS programs with active recruitment based on the needs of the area.
- Provide Recruitment Training for all staff on an ongoing basis.
- Collaborate with state and community partners for recruitment to enhance Tri-County's enrollment.
- Provide training and guidance to staff, parents and community partners on a variety of pertinent topics in the ERSEA area.

- Monitor attendance through Child Plus on a weekly basis to ensure agency is meeting requirements. Provide parents with letters about attendance as needed.
- Review completed applications and complete Selection Priority Point System (SPPS) Form for each application. Scan and attach complete applications and reenrollment forms into the Child Plus System.
- Monitor enrollment through Child Plus to ensure each center and home base programs are fully enrolled on the first day of school and everyday thereafter.
- Ensure effective transition planning is being conducted throughout the agency. Provide staff training as needed.
- Assist the program in updating Program Plans, Policies and Procedures and Job Descriptions annually.
- Assist Disability Manager in meeting agency 10% disability in both Head Start and Early Head Start.
- Attend Policy Council and Board Meetings as needed and provide reporting.
- Initiate effective outreach efforts to obtain written community partnership agreements or MOU's with local organizations.
- Knowledge of various software programs such as Word, Excel, Power-Point and Publisher.
- Must be able to lift and/or move 20 to 25 pounds if needed.
- Provide Ongoing Monitoring Tool to Compliance Coordinator monthly.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Enter all adds, drops, classroom and program transfers into Child Plus on a daily or as needed basis.
- Conduct group and individual training on the application process, SPPS form and Office of Head Start form as needed.
- Generate private/public support for agency program needs.
- Assist with the agency's Community Assessment process.
- Attend local, state and national training as needed to enhance job skills.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned task relevant to the effective operating of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISION:

Head Start/Early Head Start Director

Signature: _____

Date: _____