

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: COORDINATOR

JOB TITLE: ENROLLMENT COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee, implement and monitor eligibility, recruitment, selection, enrollment, and attendance of eligible families into department programs; maintain documentation for compliance with requirements of funded programs; plan and provide outreach activities for recruitment and public awareness; train and provide direction to assigned program staff.

REPRESENTATIVE DUTIES:

Develop and maintain a Centralized Eligibility List (CEL) of children for enrollment in department programs. **E**

Apply program criteria to selection of eligible children and families from the CEL. **E**

Oversee/track initial contact with parents and schedule appointments with staff to establish eligibility and to complete enrollment. **E**

Review verification of income to ensure eligibility for enrollment and maintain compliance according to State and Federal guidelines. **E**

Verify complete and accurate documentation of eligibility and need for child care. **E**

Enroll number of children each year adequate to maintain funded enrollment and, as appropriate, earn State and Federal contracts. **E**

Develop and maintain standard enrollment forms, documentation and procedures throughout department programs. **E**

Develop and implement a file monitoring process that involves the Leadership Team and others on an ongoing basis; meet regularly with the Leadership Team to report, problem-solve, and plan. **E**

Monitor case management for accurate documentation and timely completion of recertification in funded programs. **E**

Manage available technology to maintain and track data regarding enrollment and program services; update information to reflect transfers and drops; distribute accurate class lists throughout the year. **E**

Monitor data entry to ensure enrollment information is entered promptly and accurately; implement appropriate work systems to maintain flow of information to and from all sites. **E**

Supervise assigned staff and provide training regarding eligibility and enrollment procedures and forms. **E**

Participate in monthly earnings meetings and provide projections of earnings for each contract; participate in scheduled staff meetings; attend meetings and trainings as assigned. **E**

Coordinate participating subsidized programs to enter and provide eligibility information from the CEL for enrollment. **E**

Develop, prepare, update and maintain a variety of recruitment materials describing program options. **E**

Develop and implement a variety of outreach activities to support enrollment throughout Colusa County; provide community information and awareness regarding services. **E**

Coordinate staff attendance and representation in community events. **E**

Provide requested information from children's files from previous years. **E**

Assist with the program self assessment process. **E**

Promote coordinated work responsibilities among staff to deliver high quality services. **E**

Complete all reports needed under State or Federal requirements for enrollment/CEL or other areas of assigned supervision. **E**

Operate office equipment including computer terminal, calculator and copier. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Diverse cultures

Family Child Care and Child Care center licensing regulations

Health and safety regulations

Principles and practices of supervision and training

Record-keeping techniques

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

Correct English usage, grammar, spelling, punctuation and vocabulary

Laws, rules and regulations related to assigned activities

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Oversee the activities of the enrollment area and assure effective program operations

Supervise and evaluate the performance of assigned personnel

- Prepare and maintain a variety of records, files and reports
- Establish and maintain cooperative and effective working relationships with others
- Prioritize and schedule work
- Work independently with little direction
- Observe health and safety regulations
- Communicate effectively both orally and in writing
- Maintain confidentiality of personnel, student and family issues
- Operate a computer to complete reports and maintain data
- Lift and carry up to 40 pounds
- Operate a variety of office equipment to perform assigned duties
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Associate degree in social science, Early Childhood Education or related field and three years experience in a child care or social services program

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Valid First Aid and CPR Certificate
- Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and child development classroom
- Constant interruptions
- High noise levels

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer and standard office equipment
- Sitting or standing for extended periods of time
- Reaching overhead, above the shoulders and horizontally to retrieve or store materials
- Bending at the waist, squatting and kneeling
- Hearing and speaking to exchange information on the telephone or in person
- Seeing to observe infants, toddlers and preschool students
- Lifting, pushing, pulling, and carrying objects weighing up to 40 pounds
- Driving a vehicle to conduct work

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified – Unrepresented

FLSA Status: Non-exempt

Salary Schedule: 210

Approval Date: July 2016