

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: ADMINISTRATIVE SUPPORT

CLASSIFICATION: CLASSIFIED

JOB TITLE: FAMILY SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee, oversee enrollment, recruitment, selection, and attendance for Federal and State funded programs and assure effective program operations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Oversee the activities of enrollment, recruitment, selection, attendance and assure effective program operations. *E*

Supervise and evaluate the performance of assigned personnel; make recommendations regarding salary increases, promotions, disciplinary action, reassignments or terminations of assigned employees; organize advertisement, selection and interviewing processes. *E*

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*

Ensure ongoing monitoring, tracking, and follow up of enrollment and eligibility. *E*

Review verification of eligibility for enrollment. -Review and approve all applications to comply with all State and Federal regulations and maintain compliance according to State and Federal guidelines. *E*

Review and approve all applications to comply with all State and Federal regulations. *E*

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

Enroll number of children to maintain funded enrollment and, to earn State and Federal contracts. *E*

Develop and maintain standard enrollment forms, policies, and procedures. *E*

Conduct case management for monitoring the accuracy of documentation and timely completion of recertifications and enrollments. *E*

Monitor and maintain current knowledge base regarding ERSEA regulations, CDE Contract requirements and communicate changes to enrollment, and appropriate staff. *E*

Monitor, analyze and track data regarding enrollment and program services; update information to reflect transfers and drops and ensure enrollment information is entered promptly and accurately; distribute accurate class lists throughout the year. *E*

Participate in monthly earnings meetings and provide projections of earnings for each contract. *E*

Participate in scheduled monthly staff meetings; attend meetings and trainings as assigned. *E*

Participate in recruitment outreach events such as community fairs, health fairs, school-based events, and other events to lead program recruitment efforts. *E*

Assist with the development, preparation, and maintenance of a variety of recruitment materials describing program options and update as needed (such as, maintain appropriate recruitment banners, flyers, etc.). **E**

Provide leadership for quality planning and implementation of the programs. **E**

Provide monthly trainings and written materials, which support the work of Case Workers and Program Services Assistants. **E**

Ensure quality customer service at entry level within area. **E**

Monitor attendance and enrollment for the Alternative Payment Program and/or CalWORKs Programs documentation and follow-up as needed. **E**

Monitor files and documentation systems. **E**

Complete monthly reports including 801A Reports. **E**

Organize and prepare for mandated and required Federal and State program reviews. **E**

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

Oversee the preparation and maintenance of various reports; prepare and maintain a variety of records, reports and files related to children, families and area activities. **E**

Attend meetings and communicate with County departments, district personnel and outside organizations to coordinate activities, resolve issues and concerns, and exchange information. **E**

Maintain subsidized childcare programs and provider and parent handbook as well as other training materials as needed. **E**

Operate a variety of office equipment to perform assigned duties. **E**

Serve on intradepartmental management teams as necessary.

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

Correct English usage, grammar, spelling, punctuation and vocabulary

Laws, rules and regulations related to assigned activities

Interpersonal skills using tact, patience and courtesy

Child Care Food Program

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

ABILITY TO:

Oversee the activities of the designated area and assure effective program operations
Supervise and evaluate the performance of assigned personnel
Coordinate effective child development education and child care food nutrition programs
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
Lift and carry objects weighing up to 40 pounds
Operate a computer to complete reports and maintain data
Operate a variety of office equipment to perform assigned duties
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Class 1 Minimum requirements: 24 units including 12 units of ECE/CD core courses and/or social sciences courses and 6 units of business/accounting courses; and 2 years supervisory experience.

Class 2 Minimum requirements: BA with 24 ECE/CD units including core courses and/or social sciences courses; and 12 units of business/accounting/administration courses and 4 years of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office
Child development sites
Constant interruptions
Constant noise

PHYSICAL ABILITIES:

Bending at the waist, squatting and kneeling
Seeing to observe children in daily activities
Hearing and speaking to exchange information on the telephone or in person
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
Sitting or standing for extended periods of time
Reaching overhead, above the shoulders and horizontally to retrieve or store materials
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Drive 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: 271

Approval Date: June 2022