

**Job Summary:**

Under the direction of the Early Childhood Education Administrator, the ERSEA Manager is directly responsible for the overall administration, supervision, coordination, and organization of work related to the eligibility, recruitment, selection, enrollment, and attendance (ERSEA) of children with a focus on data collection and assessment. The ERSEA Manager is also directly responsible of ensuring the program complies with ERSEA-related Head Start Performance Standards, California State Preschool Program (CSPP), and other regulations, with a goal of attaining and maintaining full enrollment through the program year. Additionally, the ERSEA Manager must develop clear policies and procedures reflective of the community served.

**Essential Functions:**

- Develop, implement, manage, and monitor policies, procedures and systems related to the eligibility, recruitment, selection, enrollment, and attendance of children to comply with state and federal regulations and in order to ensure the program reaches and maintains full enrollment throughout the year.
- Monitor the verification of income and eligibility qualifications of children and families.
- Ensure applications are complete and data is entered accurately and timely into the ChildPlus database.
- Create and maintain record-keeping and reporting policies for waitlist, enrollment, attendance, timelines, schedules and procedures in accordance with designated federal program requirements.
- Ensure on-going monitoring, tracking, follow-up and analysis of enrollment data, and produce regular reports for management meetings.
- Provide clear and consistent training to staff on ERSEA policies and procedures, and applicable state regulations.
- Ensure full program enrollment and maintenance of sufficient wait list.
- Continually monitor over income and disability percentages to ensure the program is meeting Performance Standard expectations.
- Maintain enrollment forms and ensure information is current, accurate, and distributed to all necessary staff to meet program requirements.
- Determine and plan effective recruitment strategies and activities.
- Develop a family-friendly ERSEA plan that addresses all aspects of ERSEA, clearly explains expectations and procedures, and is modified, as necessary.
- Develop systems for clear data collection and assessment related to all areas of ERSEA.

**Knowledge and/or Abilities:**

- **Skills/Abilities to:**
  - Plan, organize, direct and evaluate an early childhood education compliance program.
  - Monitor and evaluate delivery of services and program compliance.
  - Evaluate staff training needs and coordinate appropriate training.
  - Interpret federal and state regulations.
  - Communicate clearly, concisely, and professionally, both verbally and in writing.
  - Work independently, and collaboratively to define and set priorities.
  - Proficient in computer literacy skills
  - Define problems, collect data, establish facts, and draw conclusions.
  - Coordinate functions and activities between staff, other regions, and outside agencies.
  - Collect, analyze and synthesize data and develop recommendations.
  - Identify areas of needed improvement and implement necessary corrections.
  - Monitor and assess program implementation and evaluation of program outcomes and results.
  - Gain the cooperation and confidence of those contacted in the course of work.
  - Track monitoring data and prepare complex reports using the program Data management systems including but not limited to ChildPlus and Center-Track
  - Read, interpret, and apply federal and state regulations, and policies and procedures.
  - Prepare a variety of letters, emails, reports, documents, and procedures.
  - Work as part of an interdisciplinary team and ensure integration of program components.
  - Use computer software programs, including but not limited to Microsoft Word, Excel, Outlook, PowerPoint, and other data management programs.

- Establish and maintain cooperative working relationships with staff, families and community agencies.
- Recognize and maintain confidentiality of information in compliance with agency regulations.
- Effectively relate and communicate to people of varying multi-ethnic and socio-economic backgrounds.
- Lift 50 pounds.
- Act appropriately in an emergency situation.
- **Knowledge of:**
  - Federal, state, and local laws and regulations regarding early childhood education programs.
  - Program planning and evaluation techniques.
  - Principles and practices of administration, management, supervision, and training.
  - Community and education resources.
  - Principles and practices of Head Start and State Preschool programs.
  - Community and education resources.
  - Adult learning theories.
  - The implementation of comprehensive Head Start services and eligibility requirements.
  - Head Start Performance Standards, especially those related to ERSEA.
  - California Code of Regulations-Title5, Eligibility.

**Education and Experience Required:**

- Bachelor's degree in non-profit administration, education, social work, family studies, human services, project management or a related field and a minimum of three (3) years of Head Start or similar experience required.
- Master's degree in related field plus three (3) years of Head Start or similar experience preferred.
- A minimum of three (3) years of supervisory or leadership experience in an early childhood, non-profit or social service setting required.
- Experience developing, implementing, and managing systems, procedures, policies, databases, and other professional documents.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Proof of automobile liability insurance.
- Pass pre-placement Head Start physical exam.

**FLSA Status:** Exempt,

November 2020

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.