

TEHAMA COUNTY DEPARTMENT OF EDUCATION

EARLY CHILDHOOD ENROLLMENT SPECIALIST

DEFINITION:

Under general supervision of the State Preschool Director, the Early Childhood Enrollment Specialist will perform a variety of duties related to Early Childhood Education (ECE) services and programs such as; enrollment for all child development programs operated by Tehama County Department of Education, clerical duties, audit and maintain accuracy of family files.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Manage the enrollment and registration process for preschool/childcare programs operated by Tehama County Department of Education.
- Accurately enroll children 0-5 (FCCHEN) and preschool children (3-5) following all eligibility requirements of California Department of Education.
- Plan and organize program enrollment and program outreach.
- Establish and maintain schedule and coordinate appointments with families to enroll as well as review data files throughout the year to maintain accuracy and compliance.
- Verify family income and need eligibility utilizing CDE schedule of income ceiling for childcare/preschool programs.
- Assure program related paperwork and forms involving parents and providers are completed sufficiently to determine eligibility for assigned program enrollment and ongoing eligibility; maintain confidentiality of family and provider income and eligibility records.
- Maintain close communication with staff as well as families for obtaining necessary enrollment documents.
- Provide teaching staff with enrollment documents before children begin the program.
- Assemble, check, proofread, and review a variety of data for the completion of governmental reports.
- Input data into assigned computerized database.
- Maintain confidentiality of sensitive and privileged information.
- Perform a variety of duties related to ECE Department services and programs such as recordkeeping and general office duties.
- Visit sites as required by the position.
- Operate a variety of office equipment including a computer and assigned software.
- Drive frequently for department business.
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

Any combination of education, experience, and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- AA Degree or higher preferred
- Four (4) years increasingly responsible experience in customer relations
- Two (2) years experience with data input
- Bilingual in English/Spanish preferred
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF and ABILITY TO:

- Understand and implement policies and objectives of assigned program and activities.
- Perform all work in accordance with Title 5 regulations, California Department of Education (CDE) and Tehama County Department of Education.
- Apply procedures and regulations for State and Federal funded programs.
- Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of a supervisor.
- Implement interpersonal skills using tact, patience, and courtesy.
- Establish and maintain cooperative and effective working relationships and effectively communicate with others in a manner reflecting positively on the Department.
- Work independently with little direction.
- Work efficiently and effectively with staff and families with diverse backgrounds.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects; may occasionally lift and stack heavy objects not to exceed 25 lbs. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.