



# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## JOB DESCRIPTION

### ENROLLMENT TECHNICIAN

#### DEFINITION:

Under general direction, this position provides technical, clerical, and record-keeping duties related to the eligibility and recruitment of families; and the enrollment and attendance of children.

#### 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.

Complete the enrollment and registration process for the program. Determine eligibility by obtaining, reviewing, and verifying a variety of child and family documentation, based on established regulations and guidelines. Communicate in a variety of modalities, with families throughout the process of enrollment regarding agency resources, procedures, rights and responsibilities, application and enrollment status, and discrepancies or incomplete information. Enroll parents and families in appropriate ECE services provided by TCDE; may serve as a resource in educating parents in choosing the appropriate child care provider to meet specific needs of each family. Work with department leadership to develop recruitment plans for enrollment into programs administered by TCDE. Attend community health fairs, meetings, and other family and community outreach events to support recruitment efforts frequently. Responsible for the complete and accurate collection, entry, reporting, and maintenance of data, records, and reports related to the application, eligibility, recruitment, selection, enrollment and attendance of children and families. Work with department leadership to maintain full enrollment of assigned programs in accordance with established guidelines, policies, and procedures. Maintain a clear and accurate record of current enrollment and waiting list specific to applicable State and Federal regulations. Provide guidance to families, educators, and community partners on program regulations and guidelines related to enrollment, eligibility, selection, and attendance. Drive own vehicle for department business. Perform other related duties as assigned.

#### EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described; Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by training in secretarial skills or relevant computer software application programs. Two (2) years of varied, progressive clerical support experience preferably involving customer service and public contact.

#### KNOWLEDGE OF:

Goals and functions of early learning programs, systems, and activities. Positive case management strategies. Working knowledge of local community and agency resources. Computer applications related to the work, including word processing, database, spreadsheet software, and email. English usage, grammar, spelling, vocabulary and punctuation, business arithmetic, and basic statistical techniques.

#### ABILITY TO:

Demonstrate integrity, accountability, a professional approach to customer service, and teamwork in the performance of all job responsibilities. Analyze situations accurately and adopt an effective course of action. Maintain confidentiality. Set priorities to meet deadlines and schedules; maintain professionalism while under pressure. Establish and maintain effective and professional working relationships with community partners, staff, and the general public in a manner that reflects positively on the department.

#### LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and evidence of insurance. Drive frequently for Department business using own transportation.



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Job Description  
Enrollment Technician

PHYSICAL DEMANDS:

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.

**HRS Office Use Only**

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**APPROVED**

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 