long
beach
unified
school
district

HEAD START ENROLLMENT AND RECORDS MANAGER

JOB SUMMARY

Under administrative direction, plan, coordinate, manage and maintain the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) components of the District's Head Start Programs; analyze, plan and implement student and family information systems; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Review and evaluate the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) component activities to assure conformance to State and Head Start performance standards as they apply to District programs. *E*
- Plan and coordinate the preparation and updating of the annual community assessment and ERSEA plan in cooperation with staff and parents; coordinate community partnerships and outreach activities. *E*
- Coordinate the recruitment, screening and enrollment of eligible children into the Head Start program; create and maintain record keeping and reporting policies for waitlists, enrollment and attendance in accordance with program requirements. *E*
- Determine the need for and coordinate recruitment activities to provide information and enrollment opportunities to families; assure full program enrollment and maintenance of a sufficient wait list. *E*
- Coordinate the transition of enrollment students into and out of Head Start programs; facilitate student transfers into District Transitional Kindergarten and Kindergarten programs. *E*
- Serve as a liaison for Head Start programs; establish and maintain formal communications with public and private social service agencies. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Coordinate activities of enrollment staff including establishing work schedules, site assignments, classroom observations, case conferences, and reporting and documentation procedures. *E*

- Analyze, plan and implement student and family information systems; assure student and family information systems meet mandated data confidentiality, audit and archiving requirements. *E*
- Assess and design the student and family information systems training program; select trainers and evaluate staff progress. *E*
- Coordinate and provide technical support and training to Head Start sites and staff in the use of student and family information systems, data entry of various student and family records, and report generation methods. *E*
- Create, modify, test and delete user accounts and logins for the student and family information systems in accordance with established procedures; reset passwords for individual accounts. *E*
- Develop queries and reporting formats for a variety of periodic and special reports such as attendance, schedules, assessment reports and student demographic data; create spreadsheets; assure integrity of student data and reports. *E*
- Troubleshoot operational, peripheral and software issues; identify solutions and apply corrective techniques; refer issues to the vendor as necessary. *E*
- Receive and process requests for student and family information from Head Start staff and outside agencies; determine scope and appropriateness of requests; create queries to generate requested reports. *E*
- Create and submit child abuse reports into the Suspected Child Abuse Reporting (SCAR) System for mandated reporters in accordance with established guidelines and procedures. *E*
- Prepare or direct the preparation of a variety of records, reports and files including inventory of technology equipment and monthly enrollment reports; oversee and maintain a variety of manuals and procedures related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Establish formal and effective lines of communication between Head Start staff in order to facilitate coordination and efficient flow of communication. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of technological advances in the field; periodically attend parent policy council and committee meetings. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Head Start Enrollment and Records Manager plans, coordinates, manages and maintains the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) components of the District's Head Start Programs including Educare and Early Head

Start. An incumbent is responsible for assuring that Head Start and Early Head Start programs are fully enrolled and manages student and family information systems to assure compliance with Head Start regulations. The incumbent plans and provides training related to student and family information systems, policies and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of administration, supervision and training.
Head Start organization, operations, policies and objectives.
Staff development and in-service training methods and techniques.
Casework methodology and social services available to a multi-cultural community.
Techniques and resources utilized in assessing and evaluating families and children.
Head Start and State of California child and family enrollment requirements.
Child Protective Services (CPS) reporting systems.
Signs and symptoms of child abuse and neglect.
Operation of assigned software applications including student and family information systems.
Provide technical support and training to sites and staff in the use of student and family information systems.
Technical aspects of field of specialty.
Record-keeping and report writing techniques.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, coordinate, manage and maintain the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) components of the District's Head Start Programs.
Design and implement program assessment procedures.
Plan, organize, and conduct a variety of procedures and activities designed to assure the completion of goals and objectives.
Analyze, plan and implement student and family information systems.
Provide technical support and training to staff in computer operations.
Troubleshoot operational, peripheral and software issues.
Interpret, apply and explain program rules, regulations and requirements.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Establish and maintain cooperative and effective relationships with others.
Communicate effectively, both orally and in writing.

Prepare and deliver oral presentations.
Direct the establishment and maintenance of accurate records and record systems.
Communicate effectively with other governmental agencies and associations to further the objectives of the Head Start program.
Supervise and evaluate the performance of assigned personnel.
Organize and establish priorities and schedules.
Operate a variety of office equipment including a computer and assigned software.
Drive a vehicle to conduct work.

Education and Training:

Bachelor's degree in education, human services, family and child services, social sciences or a related field.

Experience:

Three years of experience in a Head Start program or early childhood education program including some experience in a lead or supervisory capacity and experience working with student data systems.

Experience involving troubleshooting student data systems and training of end users is highly desirable.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledges, and abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING CONDITIONS

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/30/2017