

# **ECONOMIC SECURITY CORPORATION**

## **Job Description**

**Job Title:** Enrollment Coordinator  
**Division:** Head Start/Early Head Start  
**Reports to:** Operations & Development Director  
**FLSA Status:** Exempt  
**Revision Date:** October 1, 2019  
**Job Classification:** Grade 6

### **SUMMARY**

The Enrollment Coordinator is responsible for ensuring that the children and families who are most in need are recruited, selected, enrolled, and tracked in Head Start and Early Head Start.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Develops a detailed service plan for the provision of eligibility, recruitment, selection, enrollment and attendance (ERSEA) services.
2. Ensures that the service for plan for this component is fully integrated with all other Head Start and Early Head Start services.
3. Responsible for recognizing changes in the community and incorporating those changes into the service plan on an annual basis.
4. Develops recruitment brochures, flyers and other resource material for distributing to staff, parents, and the general community.
5. Involves parents and community members in the planning, implementing and evaluation of ERSEA services.
6. Responsible for the effective operation of the Head Start and Early Head Start computerized child-tracking systems.
7. Reviews computer information and reports problems or concerns to the division director, assistant director, coordinators, and Area Supervisors.
8. Assesses each Head Start classroom's average daily attendance on a monthly basis. Directs staff in the completion of an analysis of the attendance for individual children with chronic absenteeism.
9. Ensures that eligibility and enrollment information is entered into the computerized child-tracking system.
10. Establishes user's security clearance and provides training to staff using the child-tracking system.
11. Responsible for providing leadership, management, and technical assistance to staff in the provision of ERSEA services.
12. Attends Policy Council meetings and provides reports that document program progress, compliance, and other information to the Policy Council.
13. Responsible for implementing recruitment strategies including preparation of news releases, contact with the news media and public.
14. Provides training and technical assistance to program staff in the area of eligibility, recruitment, selection, enrollment, attendance and other related

- practices in accordance with Head Start Performance Standards, program practices, and policies.
15. Participates in community groups involved in community assessments.
  16. Works as a cooperative team member with other program coordinators, Area Supervisors, and other program and agency staff in the effective integration of all program services.
  17. Develops and maintains a system to collect information on families who leave the program. Analyzes the exit summary information and prepares reports for director and other management staff.
  18. Responsible for developing and maintaining effective record-keeping and reporting systems. Compiles and analyzes information to prepared key reports that document compliance with Head Start Performance Standards and other federal, state, local and agency requirements.
  19. Compiles the annual Head Start/Early Head Start Program Information Reports. Completes electronic submission prior to the assigned deadline and shares information with appropriate staff.
  20. Utilizes reports from the child-tracking system to monitor program issues and to inform the division directors regarding areas that are not in compliance.
  21. Develops and maintains a comprehensive Training Plan to meet Head Start Performance Standards.
  22. Monitors changes in the community and incorporates any necessary updates in training for staff in the ERSEA component.

### **SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate degree in accounting, business, data processing or equivalent from two year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write information and respond to questions from group of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS**

Proficient personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

**PLANNING/ORGANIZATION**

Ability to prioritize, organize, and delegate assignments.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to do sedentary physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items and work with the fingers. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Name