



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood Enrollment Coordinator** FLSA Status: **Exempt**
 Job Family: **Support Services** Pay Range: **SS40Y**
 Prepared/Revised Date: **July 24, 2018** Job Code: **40511**

SUMMARY: Responsible for the development and management of processes to ensure the Early Childhood Education program is in compliance with federal and state performance standards related to day to day administration of eligibility, recruitment, selection, enrollment, attendance and transportation. Plan, organize, supervise and direct the work of employees engaged in the daily operations of Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide expertise, oversight and supervision of the Head Start Performance Standards, Colorado Preschool Program, IDEA and tuition-based regulations with regards to eligibility, recruitment, selection, enrollment, attendance and transportation for the Early Childhood Program. Provide daily supervision and oversight of ERSEA program to ensure accurate income calculations, completed files and database are maintained. Develop processes to ensure program compliance with federal, state and local regulations and District policies including federal and state monthly and annual reporting.	D	25%
2. Oversee all birth to 5-year old developmental, health and vision screening; ensure child safety and supervision during screenings; ensure any concerning observations, particularly as defined by child abuse and neglect policies are reported and properly documented.	D	15%
3. Work closely with the Information Technology department and Quality Data Assurance Technician on the Early Childhood Student Information System including managing, analyzing, and inputting data into the system to ensure compliance with annual reporting requirements.	D	15%
4. Communicate policies and procedures to staff and stakeholders; provide information about the program and resolve issues with stakeholders as they arise.	D	5%
5. Hire, train, supervise and evaluate ERSEA staff members. Ensure that all staff follow policies, procedures and protocols, ensure staff are confidential and professional when communicating with others in the program, families, governing body, policy council, committees, and those in other community programs.	W	20%
6. Participate in the development, revision and implementation of EC program procedures, grants, reports, strategic planning, work plans, self-assessment process and program goals. Assist in implementing school readiness goals, participate on the EC planning team in regards to projected enrollment, schools, staff placement and class scheduling.	W	5%
7. Collaborate with the Transportation and Integrated Services departments for student enrollment, transitions and transportation needs including student bussing.	W	5%



8.	Provide annual marketing and recruitment planning for Larimer County and within the PSD boundaries for Birth-5 years old; update marketing materials and employee communications; create the annual open house schedule.	M	5%
9.	Participate in relevant trainings including staff meetings.	M	2%
10.	Attend work and arrive in a timely manner.	D	1%
11.	Perform other duties as assigned.	Ongoing	2%
		TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Human Development and Family Studies, Child Development, Early Childhood Education or related field required
- Minimum of three years of related experience required, previous experience working in early childhood programs and supervising a small staff preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Data analysis skills
- Bilingual oral and written communication skills preferred
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of Head Start Performance Standards and/or Colorado Preschool Program preferred
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Early Childhood Enrollment Technician	5



- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	