



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood Enrollment Technician**  
Job Family: **Program Specialist**  
Prepared/Revised Date: **April 3, 2018**

FLSA Status: **Non-Exempt**  
Pay Range: **PS15H**  
Job Code: **40521**

**SUMMARY:** Responsible for the 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.

**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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Communicate the enrollment and placement process directly with families and program staff. Ensure enrollment data collection and review is accurate and timely.	D	25%
2. Determine eligibility for the Early Childhood Program to include Head Start, Early Head Start, Colorado Preschool Program no-cost programs and tuition-based applications. Collaborate in the selection and enrollment of children applying for the Early Childhood Program.	D	20%
3. Conduct vision, hearing, and developmental screenings on age-eligible children and refer children with developmental concerns to Child Find Specialist.	D	15%
4. Follow protocol when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.	D	5%
5. Collaborate with IS assessment team members regarding evaluations and IEP's.	D	4%
6. Collaborate with transportation department to provide bussing in a timely manner for eligible children.	D	4%
7. Attend work and arrive in a timely manner.	D	1%
8. Perform accurate data entry and maintain information in electronic and paper records systems.	W	5%
9. Provide translations for ERSEA forms and letters.	W	3%
10. Facilitate and participate in the activities outlined in the program Marketing, Recruitment and Outreach Plan.	M	5%
11. Assist ERSEA Coordinator, CPP Coordinator, and Family Community Engagement (FCE) Coordinator with projects.	M	5%
12. Participate in relevant trainings, including staff meetings.	M	5%
13. Coordinate oral interpreters for English Second Language (ESL) as needed to assist in the enrollment process.	Q	2%
14. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., equivalent vocational school or short-term courses in Early Childhood Education or Child Development
- At least one year and up to and including two years of experience in working with children and families in a community service and/or educational environment preferred
- At least one year of experience implementing developmental screens with children ages birth to five preferred



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem-solving skills
- Knowledge of child development or early childhood education
- Understand and work toward program mission and goals through assigned job tasks
- 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
- 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, FrontPage 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
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**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		



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

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
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	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	