

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – HEAD START ERSEA/RESTRICTED

BASIC FUNCTION:

Under the direction of the Manager – Head Start Compliance/Restricted, coordinate, plan, implement and organize the eligibility, recruitment, selection, enrollment and assignment (ERSEA) functions of the Early/Head Start Program for directly operated sites; audit and monitor ERSEA data and files for enrolled children; develop and distribute specialized program reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate, plan, implement and organize the ERSEA functions of the Early/Head Start Program for directly operated sites; implement and monitor processes and procedures for recruiting and maintaining full enrollment in Early/Head Start programs; develop and implement recruitment plan and calendar for directly operated sites.

Audit and monitor ERSEA data and files for enrolled children; prepare, organize and assist other Head Start Department personnel in the completion of the Program Information Report, including annual Self-Assessment and Community Assessment documentation; work with all appropriate program management to ensure proper governing body approval; propose revisions to the program's selection criteria on a yearly basis based on the findings of the community assessment.

Work with Disability Specialist to ensure the recruitment of children with special needs; maintain and update waiting lists that ranks children according to selection criteria; participate in preparing recruitment ads; contact families to update information and/or re-submit expired applications; respond to inquiries from families of prospective enrollees regarding the program, enrollment and/or waitlist status; utilize the Centralized Eligibility List (CEL) as appropriate; prepare and distribute related bulletins and correspondence to staff and families.

Review ERSEA documents completed by Family Advocate staff for accuracy and completeness, including Early/Head Start applications, Early Head Start/Head Start intake/enrollment packets, and certification, re-certification and family update packets; oversee and audit Child Plus data base system related to eligibility, enrollment and attendance documents; certify partner agency children's eligibility; maintain tracking system for the use of Best Interest Days related to programs and distribute reports to staff as needed; assure compliance with the bi-monthly monitoring schedule, reviewing the ERSEA section of selected children's files; verify compliance and report findings; maintain and monitor the attendance tracking system for both direct operated and partner sites; identify, analyze and address attendance deficiency causes and propose strategies to correct identified problems; assist in drafting procedures that address undocumented and unexcused absences.

Develop and distribute reports regarding age eligibility for children transitioning from Early Head Start to Head Start; develop, analyze and distribute Child Plus reports related to ERSEA

Supervisor – Head Start ERSEA/Restricted - continued

and CDE Child Care actions; develop and distribute monthly summary reports to program staff; ensure information from Child Plus is readily available as scheduled or requested.

Develop, coordinate or participate in ERSEA related trainings for staff; attend and participate in relevant conferences and meetings.

Oversee special projects as assigned

Operate a computer and standard office equipment; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resources for children, parents and staff.

Federal and State laws, Head Start Performance Standards and related regulations.

Operation of a computer and assigned software.

Strategic planning and collaborative processes.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Coordinate, plan, implement and organize the ERSEA functions of the Early/Head Start Program for directly operated sites.

Audit and monitor ERSEA data and files for enrolled children.

Evaluate program, system or procedural design and recommend changes.

Operate a computer and assigned software including word processing, data entry, database management and spreadsheet programs.

Collaborate with external agencies.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Plan and organize work.

Collect, assemble and analyze data preparing reports and monitoring progress.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human relations, liberal studies, social services or related field and two years of related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

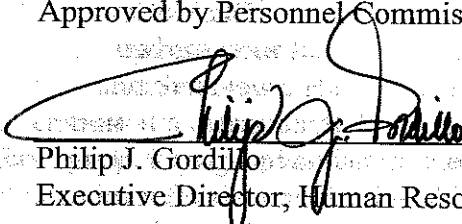
ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011


 Philip J. Gordillo
 Executive Director, Human Resources

Date 7/01/11