

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION TITLE: Substitute/Relief Enrollment Compliance Specialist

HOURLY RATE: \$20.79/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Enrollment Compliance Specialist provides technical, clerical, and record-keeping duties relating to the eligibility, and enrollment of children and families in the Head Start Program and Early Head Start Program; provides responsible assistance in the compliance monitoring of specified program areas for both directly and partner provided program services; oversees data management processes and data collection as they pertain applicable Federal regulations.

DISTINGUISHING CHARACTERISTICS: The Substitute/Relief Enrollment Compliance Specialist reviews the methods, procedures, Federal regulations and Performance Standards associated with determining eligibility, maintaining enrollment, recording attendance and the mandates for program compliance related to assigned functions; receives general supervision; is assigned a limited responsibility which is expanded in size and complexity as the training progresses.

ESSENTIAL/TYPICAL DUTIES:

Based on established federal and/or state regulations and guidelines, determines the eligibility of families or, in the cases of currently enrolled families, their continued eligibility for child pre-school services provided by the Head Start Program and/or Early Head Start Program

Receives, reviews, evaluates, verifies and processes program applications and supporting documents; contacts Family Advocates for follow-up and returns eligibility applications that require additional clarification or information as needed

Provides responsible assistance in the compliance monitoring of specified program areas for both directly operated and partner provided early child development services of the Head Start Program and Early Head Start Program

Assists in the preparation of routine and specialized reports (monthly, quarterly and annually) relating to eligibility, enrollment, program partner services, and Federal program mandates

Assists in the oversight of data management processes and systems

Inputs, edits, verifies and maintains eligibility, enrollment and mandated program information in accordance with Performance Standards and Federal guidelines using the designated information system

Maintains action plans, meeting minutes and other forms of documentation for cross monitoring, self-assessment activities and related staff training

Supports the implementation of procedures for continuous monitoring of Head Start, Early Head Start and partner agency operations

Explains, interprets, and clarifies Federal and State regulations, guidelines, performance standards and mandates

Responds to program inquiries and makes appropriate referrals to program content experts or other staff

Conducts on-site visits to review the files of enrolled children of directly and partner operated child care sites and centers, validating PIR information

Ensures quality assurance for program data and information are maintained and validated in accordance with established internal procedures

Assists in the planning, preparation of and participates in program self assessment activities and cross monitoring functions

Operates a desktop computer and standard office equipment in the course of assigned duties; uses specialized software and specific record-keeping systems

Assists in developing training materials related to assigned functions; may train others of comparable skill

May assist in the development of corrective action plans

Performs other duties as assigned.

EMPLOYMENT STANDARDS

Possession of:

A Class C California Drivers License with a driving record that meets the insurance requirements of the County Office of Education.

Knowledge of:

Office procedures and practices, including the operation of desktop computers, standard office equipment, and office software application programs

Data management systems and data collection processes

Record-keeping systems and auditing principles and practices

Working in multi-cultural and multi-ethnic communities

Proper public contact skills and tactful telephone techniques

Correct English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

Enter, edit, validate and maintain data management systems and systematic records related to assigned functions

Operate a desktop computer using specialized data management systems and office software

Perform accurate mathematical calculations

Understand and follow oral and written instructions of a routine to complex nature

Analyze situations accurately and adopt an effective course of action

Communicate effectively, orally and in writing, with individuals of diverse backgrounds and cultures

Work independently and effectively with others in a variety of situations

May require:

Bilingual and/or biliterate skills in another language other than English as designated by the County Office of Education.

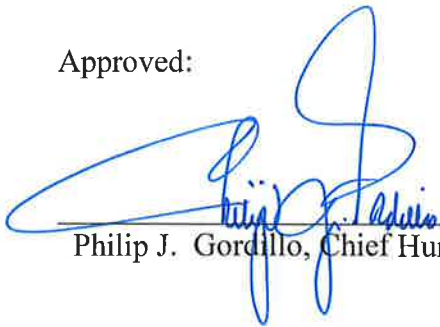
EDUCATION AND EXPERIENCE: Education equivalent to a high school diploma supplemented by clerical and office occupational, training and two (2) years experience with public service agencies or any combination of education and experience necessary to demonstrate the required knowledge and abilities to successfully perform the typical duties listed above.

BARGAINING UNIT: Substitute Workers Unit

WORKING CONDITIONS: Duties are performed in an office environment. Incumbents may be required to work a flexible schedule evening and weekend hours. Duties require incumbents to drive a vehicle to visit districts and school sites within the (multiple county) region.

PHYSICAL DEMANDS: Incumbents regularly stand and sit for extended periods of time, walk short distances on a regular basis and on uneven surfaces whenever necessary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; seeing to read fine print; hearing and understanding voices over the telephone and in person; moving and transporting program materials, and lifting light objects.

Approved:



Philip J. Gordillo, Chief Human Resources Officer

12/09/15
Date