

MONTEREY COUNTY OFFICE OF EDUCATION

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE (ERSEA), TECHNOLOGY AND DATA SERVICES COORDINATOR HEAD START & EARLY HEAD START PROGRAM

Classification: Classified Management
Salary Level: 2

DEFINITION

Under supervision of the Head Start Director the (ERSEA) Technology and Data Services Coordinator is responsible for, coordinating Head Start and Early Head Start Services; implementing and monitoring the ERSEA service areas to children and families; supervising the preparation and update the service area plan of Head Start & Early Head Start program in cooperation with staff and parents and maintaining state licensing requirements.

SUPERVISOR

Head Start Director

POSITION SUPERVISED

Management, certificated and classified staff as assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES

- Trains, evaluates, and assigns staff in ERSEA.
- Monitors the recruitment and enrollment process and provides assistance as necessary to assure that eligibility is verified, prioritized waiting lists are established, and each center and home based unit maintains full enrollment.
- Plans and implements a process to ensure that all eligible children within Monterey County have the opportunity to apply and be considered for enrollment in Head Start.
- Complies with Head Start Performance Standards, County Office of Education Board policies and administrative regulations and Title 22 and all applicable State and Federal regulations.
- Analyzes community assessment information and facilitates planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start and Early Head Start.
- Develops and/or revises the agency's ERSEA systems, policies and procedures.
- Oversees and facilitates ERSEA Committee.
- Provides information, referral and coordinating efforts to link staff and families with appropriate child care resources.
- Prepares and distributes timely reports and tracking regarding ERSEA updates.

- Maintains systems, database, files, etc. ensuring security of data.
- Participates in strategic planning processes by utilizing the community assessment and internal data.
- Prepares monthly program enrollment report and submit to Head Start Director.
- Monitors to ensure compliance related to funded enrollment, slot tracking, and attendance. Participate in a leadership role in the agency annual self-assessment.
- Designs and delivers training to staff, community partners and parents on database documentation, eligibility and childcare issues and topics related to ERSEA regulations, policies and procedures.
- Develops and implements process, procedures, and systems for monitoring data for use by management staff of the Head Start Program.
- In collaboration with service area coordinators provide technical assistance and training, formal and informal of Head Start staff on the use of the database system.
- Develops, implements, and manages the internal database management tracking system for the production of information essential to planning and management of the Head Start Program.
- Provides information to management staff for the formulation of program goals and objectives that address the Head Start strategic plan.
- Prepares monthly data reports for use by the grantee, program director and individual program activities.
- Advices, monitors and assesses the Head Start Performance Standards, guidelines, mandates, and federal, state and local requirements regarding the data systems integrity of the Head Start grant and other associated funding.
- Acts as the main system manager and data coordinator for the organization's various database systems and service area reporting mechanism.
- Provides training and technical assistance to staff as needed on system management.
- Conducts and coordinates administrative procedural systems and analysis projects.
- Works with data quality and performance management in the development of improving program data management and reporting systems.
- Collaborates with IT in the coordination and purchase of software and hardware for personal computers and network.
- Collaborates with IT to evaluate systems and databases in relation to specific user requests including hardware and software.
- Performs related work as required, and maintain password and other sensitive technology information issues confidential at all times.
- Makes decisions, and exercise judgment in analyzing problems and determining organization of work.
- Assists in the development of future needs for Head Start Program.
- Assesses user skill level and decide appropriate training approach.
- Provides technical assistance and training, formal and informal of Head Start staff and parents on the use of computers.
- Researches developing technologies, which would benefit the Head Start program. .
- All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.
- Participates in hiring of prospective personnel.
- Participates in the annual program self-assessment and develops improvement plans, as necessary.

- Participates in the collection, data entry and up-dates of the ERSEA information of the data base.
- Conducts home visits.
- Designs, conducts, and/or arranges for ERSEA education for parents and staff.
- Communicates with all regulatory agencies.
- Serves as a liaison to the ERSEA community and acts as an advocate for children and family served by the Head Start Program.
- Establishes working relationship with local providers.
Perform other duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write, use telephone, business machines, and drive an automobile; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; Physical mobility sufficient to move about the work environment (office, District, from school or home site to site), drive an automobile, respond to emergency situations; Physical strength sufficient to lift fifty (50) pounds; Physical stamina sufficient to sit for prolonged periods of time; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited institution with a major in Early Childhood Development, Public Health, Public Administration, Communications, Education, Public Relations, Social Work, or a closely related field.
- Three (3) years of experience in a position of responsibility in programs providing services to adults.
- Experience in planning and implementing health education and training for adults.
- Experience in working with computer software: Microsoft Office, Excel, and PowerPoint.
- Experience in training and supervision of staff.

KNOWLEDGE OF SKILLS AND ABILITIES

- Ability to work effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Ability to review, evaluate, and interpret student data, service records, statistics, and other data for the purpose of planning and evaluating services.
- Ability to plan, organize, coordinate and administer activities.
- Ability to keep accurate records.
- Ability to communicate effectively in the English language both orally and in writing.
- Ability to make regular and frequent trips within and outside of Monterey County visiting sites, attending meetings, making home visits, trainings, conferences, etc.

DESIRABLE QUALIFICATIONS

- Master's Degree in Disabilities, Mental Health, Social Services or related field.
- Knowledge of applicable State and Federal laws, regulations and guidelines
- Knowledge of Head Start philosophy and principles
- Bilingual (Spanish/English)
- Experience with preschool children.

LICENSES AND CERTIFICATIONS

- Possess an appropriate California Driver's License with evidence of insurability