

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) - Early Childhood Education
CONTRACT YEAR:	216 Day Calendar
PAY GRADE:	23
BARGAINING UNIT:	BTU-TSP

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution.

EXPERIENCE: Minimum of five (5) years, within the last eight (8) years, of experience in providing guidance and technical assistance to staff, parents and partners regarding young children educational programs.

ADDITIONAL QUALIFICATIONS

REQUIRED: Strong verbal and written communication skills. Demonstrated organizational and planning skills. Computer skills as required for the position.

PREFERRED: Knowledge and understanding of compliance and assurances of Head Start Performance Standards, licensing, and regulations as gained through leading or supporting a Head Start program.

REPORTS TO: Director, Early Childhood Education or designee

SUPERVISES: None

POSITION GOAL: To ensure families are enrolled in designated programs adhering to required district, state and federal guidelines.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:**The Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) – Early Childhood Education shall:**

1. assist with implementing the goals and objective of ERSEA in federal, state, and district programs.
2. provide for the accurate collection, entry, reporting and maintenance of data, records and reports related to ERSEA.
3. maintain Early Childhood Department's database.
4. assist in the eligibility, recruitment, selection, enrollment and registrations of families into the early childhood programs.
5. assist in tracking of daily attendance and prepare monthly reports for the Board and Policy Council members.
6. participate in the Selection Criteria Committee and provide results to Policy Council for their approval.
7. monitor and ensure that ERSEA performance standards and federal, ~~and~~ state, and district rules and regulations are being followed.
8. ensure accuracy of eligibility of participants and notification of approval or denial of applicants.
9. coordinate annual enrollment, recruitment, and registration including updating materials, assigning students, employee communication, and community outreach.
10. ensure coordination of outreach, support, and services with local, state, and federal agencies, churches, non-profits, the business community, NGOs, and other organizations engaged in early childhood education, particularly those targeting underserved and disadvantaged communities.
11. participate in the annual Program Self-Assessment and state and federal audits.
12. prepare and provide accountability for monthly and annual local, state, and federal reports.
13. address and manage community, staff and parent issues, concerns and complaints.
14. maintain strict confidentiality of files and records.
15. provide professional development to support staff on policies and procedures regarding ERSEA.
16. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
17. participate successfully in professional learning programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
18. review current developments, literature and technical sources of information related to job responsibilities.
19. ensure adherence to good safety procedures.
20. follow federal and state laws, including Head Start Performance Standards, if applicable, as well as School Board policies.
21. perform other duties as assigned by dDirector, Early Childhood Education or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently communicates with department and school staff to ensure that performance standards, as well as federal and state rules and regulations which pertain to the eligibility, recruitment, selection, enrollment, and attendance of Early Childhood Education children, including Head Start if applicable, are being followed.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted:

Position Factor Listing

Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) -

Early Childhood

Point Range: 755 - 794

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 - Immediate workgroup

2 - Outside of immediate workgroup

3 - Assistant/Associate/Deputy Superintendents

4 - Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (Cont.)

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4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C/2	B/2	C	B	C