



Job Description

POSITION TITLE:	Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Project Liaison I Educational Services	#6131
SALARY PLACEMENT:	Management Salary Schedule Range 1	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a high school diploma or equivalent. Experience working with school district, county office of education, or social service agency working directly with some type of student services function including recruitment of families and community outreach.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Associate’s Degree in community services, social work, education or related field. Advanced knowledge of electronic databases. Knowledge of Head Start Performance Standards. Experience with planning and conducting trainings. Bilingual in English/Spanish.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of relevant community resources and building partnerships amongst community agencies. Ability to develop comprehensive and strategic recruitment plans.

SUMMARY OF POSITION:

Under the direction of the Head Start Director, the ERSEA Project Liaison I will assist in the recruitment of families, application approval and monitoring process ensuring adherence to Head Start Performance Standards. The ERSEA Project Liaison I will collaborate with the ERSEA Program Manager to ensure strategic recruitment activities leading to full enrollment.

DISTINGUISHING CHARACTERISTICS:

The Project Liaison series represents entry level management positions and has two levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning program services.

4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Review and approve Head Start applications.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
11. Assist with monitoring of ERSEA component.
12. Conduct data collection and convert to electronic format.
13. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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