JOB DESCRIPTION
Tahoe Truckee Unified School District

EARLY LEARNING AND ENROLLMENT SPECIALIST

Purpose Statement:

Under the direction of the Coordinator of Early Learning Programs, the Early Learning and Enrollment Specialist will provide support to the STEPP and Truckee Preschool Programs, providing excellent customer service to students, staff, parents, visitors and the general public; overseeing enrollment inquiries, enrolling families, tracking openings and reporting maintaining up to date information on enrollment.

Essential Functions

- Maintain and assist with program website page and assist with program emails.
- Complete the enrollment and registration process for preschool/childcare programs; determine eligibility, priority for enrollment and fees; maintain center waiting list in accordance with state guidelines, federal regulations and District procedures.
- Enroll children following all eligibility requirements of California Department of Education and work with Early Head Start partnership on their enrollment requirements
- Ensure student and family enrollment process and files meet the compliance and regulatory requirements for Title 5 and for Community Licensing, Title 22 requirements, and Early Head Start
- Establish and maintain schedule and coordinate appointments with families to enroll as well as review data files throughout the year to maintain accuracy and compliance.
- Verify family income and need eligibility utilizing California Department of Education schedule of income ceiling for childcare/preschool programs.
- Assure program related paperwork and forms involving parents and providers are completed sufficiently to determine eligibility for assigned program enrollment and ongoing eligibility; maintain confidentiality of family and provider income and eligibility records.
- Maintain up-to-date records reflecting the current status of each family served.
- Identify and schedule yearly rectifications with families; record and issue Notice of Action when a family has a change in income or other eligibility marker; issue Notice of Action when a family leaves the program.
- Initiate appropriate action when parents are not in compliance with the state and federal regulation and District policies.
- Maintain close communication with families for obtaining necessary enrollment documents.
- Provide teaching staff with enrollment documents before children begin the program.
- Process monthly fee payments in the database and distribute all invoices to the site for distribution to parents.
- Review and input attendance, family and child data into various SIS, Federal, and State systems.
- Perform a variety of duties related to ECE Department services and programs such as record keeping and general office duties.
- Support and maintain DRDP online platform working with the sites on inputting and pulling data to support early learning team in curriculum development and individualized plans for children based on the developmental tracking of the classroom and individual students.
- ITERS/ECKERS classroom tool working with sites and coordinator on continual improvement based on summary of findings working on continuous improvement of environments for early learning sites
- Translate or arrange for translation for non-English speaking families.
- Plan and support parent meetings and parent participation
- Engages in outreach activities to develop and nurture relationships with community groups, service providers, and agencies.

SKILLS/KNOWLEDGE Work under limited supervision of other persons within the center-based preschool; required to satisfactorily perform the functions of the job which include planning activities that will enhance the cognitive, social-emotional and physical development of young children; maintain an orderly classroom through redirection and positive discipline; understand and carry out oral and written directions; establish and maintain cooperative working relationships; relate to children in a positive, authentic manner; relate to adults from varying socio-economic and cultural backgrounds; perform a variety of general office and classroom assistance duties; knowledge of early childhood development and the basic needs and requirements of children; must be able to effectively communicate in English both orally and in writing.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Job related experience is required

Education:

High School Diploma or Equivalent
Minimum 12 units early childhood education
.

Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses:

First Aid and CPR
Valid Driver's License

Clearances:

Criminal Justice Fingerprints/Clearance
TB Clearance

Supervision:

Coordinator of Early Learning Programs

Salary Grade:

Classified Salary Schedule Range 21

Work Year: CLAS 4 Calendar
208 Days