

Ontario-Montclair School District

CHILD DEVELOPMENT ELIGIBILITY SPECIALIST

DEFINITION

Under general supervision make initial determination and identify eligibility of children for the California State Preschool Program (CSPP) according to terms and conditions of Title 22 and Title 5. Perform a variety of clerical work involving several specific routines and broadly defined policies and procedures; audit documents/records regarding program operations and activities such as children's files and documentation of services provided to children and families according to state and federal regulations.

DISTINGUISHING CHARACTERISTICS

Child Development Eligibility Specialist is characterized by the responsibility to audit documents to ensure compliance by program participants, to monitor and review all relevant site information including eligibility records, to serve as a technical resource for the desired results system and perform review of various reports and actions to ensure accurate and timely description of state and county mandates.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following: interview applicants for preschool services and assist in completion of the prescribed application upon which eligibility will be determined; complete program application and all related documentation, prepare file containing all documentation necessary to a child's enrollment for participation; assist applicant and recipient to obtain additional information and to resolve discrepancies in the application by telephone, correspondence, or in person; follow-up with applicant as necessary when requirements have not been met; follow-up on attendance of enrolled children, ensure that attendance meet program requirements, maintain a waiting list of eligible children and as vacancies occur, enroll new eligible children; enter all pertinent information on application into a state-wide computer database, update database as necessary as status of enrollees change; prepare and update reports regarding program operation status; review new regulations and determine impact on procedures, determine eligibility in accordance with a variety of state procedures; calculate and assess family fees during registration, utilize spreadsheet programs and computer database systems, enter, post, verify, handle and retrieve a wide variety of routine financial data; reconcile and make journal entries for statements, monitor and maintain family accounts; collect family fees, count money collected from parents (cash and money orders), generate receipts, prepare deposits and balance accounts, monitor delinquent fees and create Notice of Action to terminate services if fees are unpaid, review and verify data and information to prepare for the next billing cycle, prepare and generate family fee invoices, create Notice of Actions for families who request a reduction in fees due to increase of family members or decrease in income; new fees are assessed. Attend ongoing training on state and county regulations.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Correct English usage, spelling, grammar and punctuation; telephone communication skills; make specific or advanced arithmetical calculations; perform record keeping; understand and carry out oral and written directions; establish and maintain a cooperative working relationship with those contacted in the course of work. Experience in early childhood setting or knowledge of Title 22 and Title 5.

EDUCATION AND EXPERIENCE

Graduation from high school or G.E.D. equivalent; combination of education, training, and experience that produces the requisite knowledge and ability.

SKILLS

Operate a computer and standard office equipment; type accurately at 35 WPM; learn and apply new information and skills.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms; employees are frequently required to walk and stand, and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve routine problems; learn and apply new information and skills; perform detailed work with frequent interruptions; work under deadlines; and interact with district administrators, staff, parents, students and others encountered in the course of work.

Board Approved: April 11, 2013