



# Enrollment and Compliance Manager

(Head Start, Early Head Start, and State Preschool Programs)

**Time:** 40 hours/week, 12 months/year (Exempt)

**Benefits:** Health Insurance (health, dental, vision), Life Insurance, Vacation, Sick Leave

**Responsible to:** Executive Director

**Position Description / Job Summary:** The Enrollment and Compliance (EC) Manager will be responsible for over-sight of the ERESA (Enrollment, Recruitment, Selection, Eligibility and Attendance) Department, ensuring that the agency complies with all regulations per Head Start/Early Head Start Performance Standards, and CA. State Preschool and General Childcare regulations. The EC Manager will analyze, plan and strengthen CAPE enrollment systems. Also, plan and provide training related to enrollment systems, policies and procedures for ERSEA staff, partners and agency.

The EC Manager will also plan, organize and direct CAPE's on-going monitoring system, including insuring routine monitoring of all program services and operations of CAPE and partner programs. The EC Manager will also oversee related program data collection, and data management systems, prepare comprehensive reports and implement procedures for continuous monitoring of CAPE and partner programs, and perform related duties as assigned.

## **Essential Job Duties / Responsibilities:**

### **ERSEA Systems Management:**

- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start (HS), Early Head Start (EHS), and State Preschool programs.
- Provide input and solutions to develop and or revise the agency's ERSEA systems, policies and procedures.
- Evaluate, design and monitor related systems and selection criteria. Confirm full day eligibility for new and participating families.
- Attend outreach events to recruit and engage families and children within the community.
- Oversee processing applications for accuracy and timeliness.
- Prepare and distribute timely reports and tracking regarding ERSEA updates.
- Maintain systems, database, files, etc. ensuring security of data.
- Supervise ERSEA Specialists that work closely with families; and provide guidance and direction.
- Ensure the ERSEA Department maintains records and data in a confidential manner.

- Monitor to ensure compliance related to funded enrollment, slot tracking, and attendance. Submit monthly reports on HS Enterprise System.

### **Compliance and Monitoring:**

- Develop comprehensive monitoring systems and conduct on-going monitoring for Early Head Start/Head Start and State Preschool and General Child Care programs to ensure compliance with local, state and federal mandates
- Conduct on-going assessments of quality of service provision and progress towards meeting programmatic goals and report monitoring results.
- Ensure comprehensive monitoring of childcare partner sites, as well as CAPE programs and sites.
- Participate in a leadership role in the agency annual Self-Assessment.
- Submit monthly child care program reports to the Executive Director
- Provide annual Program Information Report (PIR) for CAPE Delegate Program and Grantee Program.
- Prepare Monthly Management Report.
- Research, analyze and interpret State and Federal regulations.
- Keep current of any changes affecting federal rules, regulations and guidelines regarding the Head Start, Early Head Start, State Preschool and General Child Care programs.

### **Training:**

- Design and deliver training to staff, community partners and parents on database documentation, eligibility and topics related to ERSEA regulations, policies and procedures.
- Develop and provide training to staff of community childcare partners as needed to comply with HS/EHS ERSEA requirements.

### **Supervision:**

- Supervise and support ERSEA Specialists
- Complete annual performance evaluations in a timely manner

### **Qualifications:**

- BA in Administration, Early Childhood Education, Child Development, Social Services or a closely related field.
- At least five years work experience with Head Start/Early Head Start
- Head Start/Early Head Start and California State Preschool Program Eligibility, Enrollment, and Monitoring experience required.
- Requires knowledge and experience in data collection and information processes and systems along with knowledge of childcare regulations, policy and procedure compliance.
- Advance computer literacy including: database management, spreadsheet, word processing in a lead position.
- Excellent communications skills: written and verbal
- Excellent diagnostic and problem solving skills

- Experience in training and training development for small and large groups
- Knowledge of Head Start Performance Standards, philosophy and mission desirable

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.