



NEW:  
07/01/2016

JOB TITLE:	ERSEA COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/Grade 8
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8011
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

The ERSEA Coordinator is directly responsible for the overall administration, supervision, coordination, and organization of eligibility, recruitment, selection, enrollment and attendance (ERSEA) functions in order to assure adherence to the federal Head Start Performance Standards, Kentucky State Funded Preschool eligibility guidelines and JCPS Tuition Based Programs. Provides leadership for the Early Childhood Programs through contact with families of the children we serve creating great impact on JCPS Early Childhood. Position requires a variety of standard practices and procedures and routine supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervision and oversight of the application process for all Early Childhood Programs including monitoring the eligibility determination process for compliance with federal and state guidelines

Selection and placement of children in all Early Childhood programs according to their eligibility under the program criteria

Ongoing monitoring, tracking, follow-up, and analysis of enrollment data and for student placement. Monthly monitoring of program attendance to ensure compliance with federal and state guidelines

Analyze community assessment information and facilitate planning efforts to determine program options, recruitment efforts and enrollment guidelines for Head Start, Early Head Start, Preschool and Tuition Based programs.

Provides leadership for the ERSEA coordination, recruitment projects, program or activity and evaluates staff as assigned

Develops, establishes or administers project, program or activity

Serves as liaison with other units, departments, parents or outside agencies as required

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment

Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity

Prepares and/or assists in preparation or reports, records and other documentation as required. Accumulates and researches data, documents and other pertinent information as required

Performs other duties as assigned by supervisor

Prepares and delivers training as required for all assigned staff

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Four (4) years successful experience in ERSEA
Knowledge of the Federal and State regulations for the ERSEA requirements for Early Head Start, Head Start State Funded Preschool
Three (3) years successful leadership experience
Three (3) years previous supervision experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree or higher