

JOB DESCRIPTION

TITLE HEAD START ELIGIBILITY, RECRUITMENT, SELECTION
AND ATTENDANCE SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree or equivalent from a college or technical school; or six months to one year related experience and/or training, or equivalent combination of education and experience.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, parents or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quite.

REPORTS TO Prekindergarten Supervisor

GENERAL RESPONSIBILITIES

1. Maintains the Child Plus data base of all registered Prekindergarten children served by Head Start, Voluntary Prekindergarten and Title I Migrant.
2. Monitors eligibility, registration, enrollment, and placement of Prekindergarten children served in the Basic Prekindergarten program.

SPECIFIC RESPONSIBILITIES

1. Enters all registration data into Child Plus.
2. Prepares and distributes registration and recruitment materials.
3. Monitors enrollments and attendance to ensure compliance.
4. Schedules registration appointments for yearly recruitment.
5. Maintains files of Prekindergarten families.
6. Determines eligibility and placement based on prioritization criteria.
7. Prepares and delivers cumulative and program service folders for accepted children.
8. Communicates with Home School Liaisons, data entry staff and school based staff.
9. Provides technical support and training to staff on Child Plus and Galileo.
10. Prepares reports on program services for support staff and schools.
11. Organizes and distributes materials to Prekindergarten staff.
12. Prepares correspondence and translates documents intended for distribution.
13. Maintains records of all Voluntary Prekindergarten (VPK) registrations.
14. Assists parents with eligibility determination, placement and transfer requests.
15. Assists staff with general office duties.
16. Performs other duties as assigned.