



## Enrollment Specialist Job Description

**Department:** Head Start/Early Head Start

Pay Grade: 4

**Supervisor's Title:** Head Start Director

**General Purpose of the Job:** Responsible for assisting ERSEA Coordinator in carrying out all activities for Eligibility, Recruitment, Selection, Enrollment, and Attendance.

**Minimum Level of Education/Experience Required:** Requires four year degree in Human Services or a related field. Experience working with parents with young children is preferred.

**License or Certificate Required:** In addition to the above requirements, must have a valid Iowa or Illinois Driver's license.

**Supervisory Responsibility:** None.

**Eligible for Telecommuting:** Yes.

**Schedule:** Flexible.

### **Primary Duties and Responsibilities:**

- A. Assist in all facets of recruitment, selection, enrollment, and attendance tracking of children in Head Start program.
- B. Participate in ongoing recruitment activities to actively inform Head Start eligible families about the availability of services.
- C. Assist in the development of all recruitment materials that address the diverse and changing demographics of the service area.
- D. Complete program applications accurately entering family information into agency database and ensuring adherence to program eligibility guidelines.
- E. Assist in outreach activities including attending community events and making program presentations about the Head Start/Early Head Start program.
- F. Provide support to children and families through the transition process from Early Head Start to Head Start and Head Start to kindergarten.
- G. Assist in the provision of training and support to classroom staff to ensure all standards of ERSEA are fully met.
- H. Maintain strict confidentiality of all records and family information.
- I. Prepare reports as assigned.

<b>Physical Demands</b>	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			
Lift up to 10 Pounds		X		
Lift up to 25 Pounds	X			
Lift up to 50 Pounds	X			
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment			X	
Use computer			X	
Use small kitchen appliances	X			
Motor vehicle operation		X		
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals	X			
Work in outdoor weather conditions	X			
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel		X		
<b>Noise:</b> Moderate to loud noise typical to an office environment.				
<b>Protective Clothing/Equipment Required:</b> None.				

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Job Description Last Reviewed: 3/30/20 By: JB