ROSEMOUNT CENTER

# Position Description

# Head Start/Early Head Start/OSSE Enrollment Manager

The HS/EHS/OSSE Enrollment Manager coordinates enrollment, eligibility, and attendance requirements for Head Start, Early Head Start and OSSE.

***Duties and Responsibilities***

1. With assistance from the Home-Based Coordinator, recruits and enrolls children ages birth through three years for Early Head Start (EHS) and birth through five years for OSSE. Conducts widespread recruitment efforts, including neighborhood canvassing, to maintain an active wait list.
2. Ensures completion of HS/EHS “ERSEA” requirements (eligibility, recruitment, selection, enrollment, and attendance).
3. Certifies eligibility of all potential HS/Early Head Start/ OSSE families and ensures compliance with federal and state requirements.
4. Serves as Administrator for ChildPlus.Net. Tracks and manages all enrollment data for HS/EHS/OSSE in ChildPlus.Net database, including maintenance of the wait list, selection criteria, enrollment, attendance, and terminations. Closes out the EHS/OSSE program in ChildPlus.Net at the end of the program year.
5. Ensures creation of electronic and manual child files of new children enrolled in the Head Start, Early Head Start and OSSE programs.
6. Produces enrollment reports and provides enrollment information for DC Child Care Licensing, NAEYC accreditation, and senior managers upon request.
7. Provides weekly updates to Program Director and monthly enrollment and attendance reports for the Monthly Performance Dashboard.
8. In conjunction with the Program Director, chairs the ERSEA Committee, which meets quarterly to discuss HS/EHS/ enrollment eligibility cases.
9. Completes reports required by federal law and local government agencies, including the monthly Head Start/Early Head Start Enrollment Report, annual Program Information Report (PIR), and OSSE monthly attendance reports.
10. Reconciles monthly OSSE attendance statements with the Finance Office and Program Director. Provides timely information concerning enrolled and terminated children on a case-by-case basis.
11. Formulates OSSE error reports as needed.
12. Reviews and updates the annual service area plans, policies and procedures for ERSEA, and reporting for HS/EHS. Prepares these plans for review and approval by the ERSEA Committee, Policy Council and Board of Directors on an annual basis.
13. Supports the Center’s senior management and performs other duties upon request.

## *Qualifications*

1. AA degree in education, social services, human services or related field. Bachelor’s degree preferred. Bilingual (English/Spanish) speaker is essential.
2. Experience working with infants, toddlers, and/or preschool children from low income families is preferred
3. Excellent organizational, time management and communication skills
4. Familiar with Microsoft Office (Excel and Word) and database management. Proficient in the use of technology, particularly as it relates to the enrollment and admission process.