

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Secretary Head Start ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	Wage/Hour Status:	Non-Exempt
Reports To:	Director Head Start	Pay Grade:	760
Dept./School:	Head Start	Date Revised:	11/12/2020

Primary Purpose:

The Secretary Head Start ERSEA/Health will work in collaboration with the Head Start management team to ensure that continuous quality and improvement in ERSEA takes place. This position is responsible for the implementation of systems for planning, record-keeping, reporting, and monitoring all components of the ERSEA process.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Typing, word processing, computer and filing skills

Ability to adapt to new technology

Excellent interpersonal and communication skills (verbal and written) in English and Spanish (preferred)

Some knowledge of the Head Start program and eligibility process (preferred)

Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy

Ability and desire to understand complicated software applications

Must be flexible, well-organized, and able to manage different projects concurrently and able to set priorities and manage time effectively

Experience:

Any related work experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Major Responsibilities and Duties:

Maintain a thorough knowledge and understanding of all aspects of the Head Start Program Performance Standards (HSPPS) and related regulations for ERSEA and how to monitor and implement them

Co-facilitate with the Head Start Director, the ERSEA Committee to outline, implement,

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and make revisions to the ERSEA Systems Plan

Provide leadership with the management team and ERSEA Committee in developing the annual recruitment plan that involves targeting families that are most in need of Head Start services

Coordinate Head Start application and registration processes and present to ERSEA Committee each year for review and revise procedures, as needed

Provide leadership, training, and support to staff assisting with intake and enrollment

Define processes and follow procedures during enrollment/registration, throughout the year, to provide timely submission of students to FANS, transportation department, and Head Start staff, so that preparations can be made in order to receive new students

Maintain and report up-to-date enrollment in the Head Start Enterprise System (HSES) data base

Maintains a waiting list to facilitate the filling of vacancies as they occur

Coordinate, conduct, and report findings of the annual self-assessment process for ERSEA

Facilitate the development of and maintain community partnerships that support recruitment activities for future families most in need of Head Start services, including homeless families and children in foster care

Develop program record-keeping and reporting procedures for all components related to ERSEA, including maintaining student records and tracking system in Child Plus

ChildPlus support responsibilities include: Ensure database is set up for the program year, train staff to enter information into ChildPlus accurately and provide staff with updates/changes, as they occur, and input/maintain Head Start child/family information into ChildPlus

Supports the Head Start Director in all Policy Council preparations and providing translation services for materials and/or meetings

Submit monthly volunteer (in kind) reports to the Office Manager

Maintain current supplies/print services for ERSEA by submitting purchase orders, as needed

Assist receptionist as needed

Follow attendance policy as assigned by supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Perform other functions that may be assigned by the Administration and/or supervisor

Head Start Program Requirements:

Current physical examination and TB screen documentation prior to hire

Equipment Used:

Copy Machine, Computer, Printer, Voice Mail Phone, Fax Machine

Working Conditions:

Mental Demands:

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Maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of Computer and repetitive hand motions; Occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11/12/2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____