



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: ERSEA Specialist (Enrollment, Recruitment, Selection, Eligibility, &
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: PG06
Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible advanced and specialized work for Federal compliance to the Head Start Program, and/or state and local funded Preschool Programs, including the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) process and the Federal Program Information Report systems.

Essential Functions of this Job

The ERSEA Specialist must be highly responsible and demonstrate advanced office management skills in performing key functions to support the ERSEA processes. Must demonstrate advanced technical skills in the operation of computers and software systems and in the interpretation and implementation of policies and procedures involved to ensure compliance with all regulations per applicable ERSEA Performance Standards. Will analyze, plan and implement the Federal Head Start enrollment system to coordinate with the District enrollment systems and Head Start program eligibility systems. Will provide training related to the enrollment systems and related policies and procedures for the department and agency. Will analyze community assessment information, and provide input and recommendations for improvements on the ERSEA systems, including related policies and procedures. Will process enrollment applications, prepare and distribute timely reports, track ERSEA updates. Will maintain necessary systems, databases, files, etc. to ensure security of data. Will communicate with the Department of Children and Families (DCF), Region IV or Department of Education Office of Early Learning regarding Head Start and/or Preschool applicants.

Non-Essential Functions of this Job

Performs other duties as assigned.

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Knowledge, Skills and Abilities:

Considerable knowledge of policies and procedures affecting the management of federally-funded programs. Considerable knowledge of standard accounting practices and procedures, and those used within the District. Demonstrated organizational and communication skills. Knowledge of the Federal Head Start Program Information Reporting system and “Early Childhood Learning and Knowledge Center” for Head Start – Early Start Programs is preferred. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED. Considerable responsible experience in program data management, accounting, or a related field.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds. Requires infrequent out-of-town travel.

Local Code: 10004
EEO5: 51
Approval Date: 2009-11-17
Date Last Revised: 2013-07-08

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.