



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager I</b> <b>Head Start Eligibility, Recruitment, Selection,</b> <b>Enrollment and Attendance (ERSEA) Manager</b> <b>Head Start San Joaquin</b> <b>Professional Learning and Support</b>	<b>#6099</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 8</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Head Start Director, ensures that the programs adhere to the Head Start Act regulations/Performance Standards, and state and local requirements regarding ERSEA and office operations. Monitor and track enrollment/attendance services. Assist the leadership team in providing a framework for planning, tracking, reporting and monitoring the Head Start and Early Head Start Program.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Business, public administration, social sciences, education or a related field.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years of work experience in community services, social work, education or a related field. Possess a Master's Degree in a related field. Bilingual in English/Spanish.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to research, evaluate and recommend policies and procedures to comply with Federal, State, and local laws and regulations. Knowledge of Head Start Act and Performance Standards. Knowledge of relevant community resources and building partnerships amongst community agencies.

### **DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide input and recommendations to develop and/or revise the Agency's ERSEA systems, policies and procedures.
14. Evaluates, designs and monitors systems to process enrollment applications, including determination of eligibility and selection criteria throughout the year ensuring vacancies are filled in a timely manner.
15. Provides support services for staff working with families to effectively transition children from Early Head Start and Head Start.
16. Maintains detailed, accurate, up-to-date and confidential records ensuring security of data.
17. Provides programs with support through specialized training, monitoring and technical assistance.
18. Develops, reviews and revises the ERSEA Area Plans annually or as needed.
19. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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