



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

ENROLLMENT TECHNICIAN

DEFINITION:

Under the direction of the Director of Early Childhood Programs for Tehama County Department of Education (TCDE), this position is responsible for a variety of duties related to Early Childhood Education (ECE) services and programs. Individuals in this position perform a wide variety of program support and administrative tasks, including monitoring program activities, recordkeeping, and providing information and assistance to parents, teachers, and child care providers surrounding enrollment into TCDE Early Childhood Programming.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Coordinate the collection and preparation of financial, nutrition, and attendance reports required by local, state, and federal agencies.
- Supports recruitment of eligible children into appropriate ECE program(s).
- Schedule and coordinate enrollment of children into the appropriate ECE program(s) and maintain a variety of related records and files.
- Establish and maintain positive and professional relationships and linkages with families.
- Enroll parents and families in appropriate ECE services provided by the County Office; may serve as a resource in educating parents in choosing the appropriate child care provider to meet the specific needs of each family.
- Enter and track information into appropriate computer programs. Verify and review forms and reports for completeness and accuracy. Ensure compliance with department protocols.
- Maintain a clear and up to date database of all student registration and enrollment for all CSPP enrolled children.
- Audit child files at least biannually to ensure required documentation is completed accurately, determining eligibility for assigned program enrollment, and ongoing eligibility.
- Coordinate the collection and preparation of financial and attendance reports required by local, state, and federal agencies.
- Compile, proofread, and review a variety of data for the completion of governmental reports.
- Provide timely responses to requests for information through multiple modalities for TCDE ECE programs, and triage grievances to the appropriate individual.
- Participate in formulating new processes and procedures related to specific programs and based on State and Federal regulatory materials.
- Operate a variety of office equipment including a computer and assigned software.
- Drive occasionally for department business.
- Coordinate and conduct site visits as assigned.
- Substitute for State Preschool classroom programs as needed.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Two (2) years of varied, progressive clerical support experience preferably involving customer service and public contact.
- Valid California driver's license and evidence of insurance.



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Enrollment Technician

KNOWLEDGE OF:

- Policies and objectives of assigned Early Childhood Education programs and activities.
- Procedures and regulations for State and Federal funded programs.
- Techniques for working effectively with, and providing a high level of customer service to all individuals contacted in the course of work.
- Collaborate with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database and spreadsheets.

ABILITY TO:

- Maintain confidentiality of sensitive and privileged information.
- Implement interpersonal skills using tact, patience, and courtesy.
- Work independently with little supervision and/or direction and with tact and discretion.
- Perform responsible administrative and secretarial duties to support departmental programs with accuracy and efficiency including: placing phone calls, scheduling appointments, preparing reports, and entering data.
- Establish and maintain cooperative and effective working relationships and effectively communicate with others in a manner reflecting positively on the Department.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

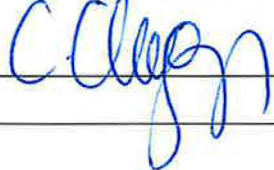
Salary and work year to be established by County Superintendent.

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APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature:  Date: 11/3/21