



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Planning Assistant, Head Start Enrollment</i>	Last Revised/Approved: <i>August 2018</i>
Job Code:	Reports To: <i>Head Start</i>
Office: <i>Chief Academic Office</i>	Department: <i>Head Start</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Non-exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Responsible for the eligibility and enrollment process in the Head Start Program, ensuring compliance with federal and state regulations and guidelines. Collaborates with families, schools and MPS offices, and works in partnership with the Head Start Policy Council and the Milwaukee Public Schools Board of School Directors.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Works with the Head Start staff to facilitate the enrollment process for Head Start students and families. Makes decisions regarding applicant acceptance in accordance with Head Start Performance Standards and follows the Recruitment and Selection Policies.
- Reviews, analyzes and approves all applicants for Head Start enrollment and maintains all applicant status documentation including a waitlist. Communicates with Head Start staff, schools and families throughout the enrollment process.
- Develops, implements and manages program-wide central admission and creates, manages and reports enrollment data monthly.
- Reviews and analyzes records to ensure they are up-to-date, accurate and appropriately documented. Collects, prepares and analyzes records and other data for the purpose of monitoring, planning, evaluating and implementing procedures to improve services for families and children in Head Start.

- Has an understanding of eligibility, recruitment, selection, enrollment and attendance (ERSEA) of Head Start students. This includes maintaining 100% of the funded enrollment for Head Start and coordinating monthly recruitment activities and monitor attendance.
- Collaborates with MPS offices such as Student Services (to enroll identified students in Head Start), and MPS Transportation services (to ensure Head Start children are being provided transportation and issues are resolved in a timely manner).
- Uses current software programs to determine current data and develops new reporting systems when necessary. Ensures ongoing Child Plus technical training and support is provided program wide.
- Maintains and monitors data software to ensure security and accuracy of data, manages databases to increase efficient service delivery.
- Reports to the ERSEA/FPA coordinator to maintain and monitor attendance records, following up with participants with poor attendance, and audits all files quarterly to once a year, organizes all recruitment events.
- Provides ongoing support and training to all Head Start staff on ERSEA guidelines and standards.
- Prepares and organizes registration folders.
- Prepares and submits accurate, timely ERSEA reports for internal and external review, regarding enrollment, fiscal year and waitlist numbers on a weekly, monthly and as needed basis.
- Oversees the transfer process. Sends acceptance/waitlisted letters.
- Conducts training on enrollment/income.
- Provides total monthly enrollment to ERSEA/FPA coordinator.
- Works collaboratively with Head Start staff, district and outside agencies.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Completes other duties as assigned.
- Actively supports the MPS Strategic Plan.

Job Requirements:

Education Requirements:

- An associate's degree or higher is required from an accredited institution in early childhood, human services, social work or related field desired.

Experience Requirements:

- Four years of experience in eligibility, recruitment, selection, enrollment and attendance processes desired
- Head Start experience and bilingual preferred.
- Valid driver's license and access to a properly insured vehicle are required for this position. (Travel/Mileage reimbursement is provided).
- ***A combination of education and experience may be considered***

Knowledge, Skills and Abilities:

- Excellent organizational, oral, written and interpersonal communication and presentation skills are essential.
- The ability to work with a wide range of constituencies in a diverse community and to provide appropriate information on procedures to affected people is necessary.
- Incumbent must be able to gather data and compile critical information to prepare reports.
- Strong leadership and management experience is desired and a thorough understanding of group dynamics and a belief in the importance of team building is essential.
- Must be able to make administrative and procedural decisions and judgements.
- Proficient skills in ChildPlus, Infinite Campus, Microsoft Office Software, to include word processing, spreadsheet and database applications are required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Travel around the city of Milwaukee will be required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.