

Region 9 Education Cooperative

Head Start/EHS/PreK Enrollment, Recruitment, Selection, Eligibility, Attendance (ERSEA) & Family Service Coordinator Job Description

Position Title:	ERSEA/Family Service Coordinator
Program:	Head Start/EHS/PreK
Reports To:	Head Start/PreK/EHS Director
Work Day:	Minimum 7.5 hours daily
Contract Days:	220
Duty Station:	Ruidoso
Classification:	Exempt
Salary Schedule:	HS/EHS Coaches & Coordinators

ESSENTIAL FUNCTIONS

1. Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis, consistent with the REC 9 attendance policy, is required. Attendance at mandatory REC 9 or program meetings and professional development is required.
5. Promptness is required, including being present in the assigned workplace at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional, and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required, and cross-program overflow assistance when needed. Participate in the program's planning activities, including community assessment, self-assessment, goal planning, and annual program planning.
9. Maintaining an atmosphere that protects the privacy of confidential student and personnel records and information is required.
10. Understanding and compliance with the REC9 employee policy manual, R9 Head Start/PreK/EHS Policy Manual, and the Timeclock system are required. Perform the functions of this position with an understanding of the Head Start Performance Standards, Head Start Act, Licensing Standards, and the program's Policies and Procedures.

11. Monitors staff and classrooms to ensure children are being supervised at all times. Provides feedback if active supervision procedures are not being implemented, and collaborates with the Education Manager if necessary.
12. Perform ERSEA services that include, but are not limited to: recruiting eligible children and their families to the Head Start/PreK & EHS programs and maintaining a written record of all recruitment efforts. Determining eligibility in accordance with Head Start Performance Standards, Head Start Act, current poverty guidelines, and the HS housing cost adjustment calculator. Approving applications according to the Program's Eligibility Point Selection Criteria. Determine eligibility of NM PreK students based on income and age requirements. Enter applications in the program's current database system and pertinent information into the tracking document. Maintains required documentation as required by the Head Start Performance Standards, Head Start Act, and NM PreK Standards.
13. Ensure that the program is meeting funded enrollment and that vacancies are filled within the program's timeline. Maintain a monitoring and tracking system with written procedures to ensure that the program meets a minimum of 10% of enrollment for children with disabilities, identifies the number of over-income families, maintains a waiting list, and ensures that the program complies with income and age requirements.
14. Report monthly enrollment on the Head Start Enterprise System by the 5th of each month.
15. Monitors the family service area and ERSEA area of the program using the ongoing monitoring plan and timeline.
16. Build and maintain positive relationships with parents & families, and their children to ensure proper implementation of family services.
17. Perform Family Services that include but are not limited to: checking immunization records, adhering to EHS health and dental screening timelines, reminding parents/families of upcoming shots and screenings, maintaining child files and the child database system, attending home visits, and following up with families on their needs.
18. Facilitate the enrollment process by contacting new and returning families and informing them of their enrollment status. Schedule and conduct an enrollment meeting to thoroughly orient families to the program. Engage families in a Family Partnership Agreement to assist them in identifying their family strengths, needs, and goals. Provide support and create opportunities to help fulfill goals that follow family-centered services. Conduct the PFCE outcomes assessment with each family to guide the FPA goal-setting process.
19. Provide training to staff, parents, and community members in areas of expertise or as required by the PFCE Coordinator.
20. Complete and submit required monthly reports to the Director and the Policy Council as required a timely and accurate manner.
21. Plan and facilitate parent, family, and community engagement activities and events through the PFCE committee under the PFCE Coordinator.
22. Schedule and facilitate monthly staffings with classroom teachers on caseload.
23. Collaborates with staff as needed for mental health referrals and follow-ups, and with children on a behavior plan.

24. Develops potty training plans with families and monitors the classroom efforts in implementing the plans with the assistance of the Health Coordinator.
25. Responds to children's three-day absences and follows up according to procedure.
26. Make home visits with families as needed and attend home visits with teachers as needed.
27. Throughout the year, coordinate with the Family Service Coordinators to provide the enrollment packets for new families. Coordinate mass mailing of the family enrollment packets before the program closes for the summer for the Head Start program.
28. Updates the Eligibility Selection Point Criteria yearly according to the Community Assessment to ensure that recruitment and enrollment are targeting families in the most need of Head Start.
29. Supports teachers as needed throughout the school day, and with classroom activities and field trips throughout the year. May be asked to substitute in a classroom if needed.
30. Assist EHS/HS teachers in the recruitment of parent representatives to sit on the Policy Council.
31. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but it establishes the main expectations.

QUALIFICATIONS

Education

High School Diploma and experience in social work, family services, human services, counseling, or related field required. A credential or certification, an Associate's degree, or a Bachelor's degree in social work, family services, human services, counseling, or a related field is preferred but not required. Willingness to obtain a credential or certification within 18 months of hire.

Experience

Two years of case management or social work is preferred.

Specific Skills

Good written and verbal communication, interpersonal skills, organizational skills, time management, and computer skills. Computer experience in the areas of word, database management, email, spreadsheets, and data collection and analysis is essential. Must be able to read, write, and speak in English.

Personal Characteristics

Must demonstrate dependability, cooperation, loyalty, responsible attitude, and behavior. Must demonstrate a willingness to work in a cooperative working environment in a team setting. Must be able to pass a criminal history background check before the hiring date, and complete an initial health screening and TB test. Other qualifications may be determined necessary by the Head Start Director or Executive Director.

Work Environment and physical demands include, but are not limited to:

Positions involve frequent bending, moving, lifting, and carrying material weighing up to 25-50 pounds; standing up and/or walking up to 15% of each day; exposure to high noise levels and may require the wearing of hearing protection. Physical abilities and sensory perceptions to include normal acuity of hearing, adequate vision, and appropriate oral and written skills are required.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **HS/EHS ERSEA & Family Service Coordinator**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee _____

ERSEA/Family Service Coordinator- 1.2026

REC 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.