



RRCB Coordinated Enrollment Specialist

DATE:	October 2023	FLSA:	NON - EXEMPT
REPORTS TO:	Early Childhood Systems Director	FTE:	1.0 (40 hrs/week)
DEPARTMENT:	Early Childhood Systems Dept.	SALARY RANGE:	\$40,000 - 45,000
		BENEFITS:	Paid Sick and Annual Leave 12 Paid Holidays IRA (3% company match)

JOB SUMMARY

The Coordinated Enrollment Specialist is the point of contact and “backbone” support for Coordinated Enrollment among early child care and education (ECCE) programs (public schools/VPI, Head Start, child care centers, preschool programs, family day homes, etc.) on the Greater VA Peninsula and Northern Neck in the 16 cities and counties designated as Ready Region Chesapeake Bay (RRCB)*. The Specialist works with ECCE sites to (1) build an understanding of what is necessary to improve coordination of enrollment in their communities, and (2) to pilot strategies that simplify enrollment processes and benefit families and providers, ultimately reducing waiting lists across the region and informing parents of ECCE program choices where they live and work.

*FirstSpark is the lead organization for RRCB, one of nine regions in the statewide systems coordination network. Ready Regions have been charged with helping Virginia identify the current needs and opportunities for improving enrollment for families across the state. RRCB communities are committed to increasing access to expand equitable early childhood opportunities through the exploration and implementation of coordinated enrollment strategies.

BACKGROUND & ESSENTIAL RESPONSIBILITIES

The primary focus of this position is to create a regional Coordinated Enrollment program with public and private ECCE leaders from across the region who “buy-into” the purpose and concept, then develop and implement a cohesive, coordinated approach for families to enroll their children in ECCE programs. The Specialist also understands, supports, and integrates this program into all other RRCB system coordination elements to meet overarching regional goals. The role and its outcomes are aligned with the state assurances to create more access to early learning programs of all types and the integration of coordinated enrollment strategies into other access strategies by fulfilling the following responsibilities:

1. Identify, convene and engage regional ECCE programs of all types in (public and private) to build relationships that lead to the creation of Coordinated Enrollment processes for child care and preschool programs, resulting in improved access and family choice for children birth to five.
2. Convene partners on a regular basis to conduct a self-assessment of current coordinated enrollment processes and to evaluate the strengths and challenges of their enrollment system(s). Determine communities’ level of readiness to successfully execute coordinated enrollment strategies.
3. Using self-assessment results, collaboratively produce and implement a regional, multi-year Coordinated Enrollment plan for coordinating enrollment and increasing access for children birth to five.
4. Work alongside other FirstSpark program staff and leadership toward full development, implementation, integration and evaluation of all grant and access strategy activities.
5. Share best practices, as well as state and national models of Coordinated Enrollment that will help partners envision what can be achieved through a coordinated and aligned approach that creates access for families.
6. Collaborate on planning and include any other state, local, and/or regional stakeholders who are involved in supporting enrollment practices in ECCE programs, including but not limited to DSS and child care resource and referral partners.
7. Complete and submit all required documentation and reporting of this process using state guidance provided and ensure that key deliverables around Coordinated Enrollment are met in accordance with the grant agreement.
8. Participate in FirstSpark team meetings and required state or regional meetings, communities of practice, webinars, technical assistance and training.
9. Using the state data base LinkB5, support public programs (VPI and Head Start) through the registration phase of VQB5.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Travel: Must be able to provide own transportation around the region to engage early childhood partners, as well as to attend state meetings and trainings as needed. Must complete and submit office mileage form monthly to be reimbursed at the state/federal mileage rate. Any out of state training must receive prior approval.

QUALIFICATION AND COMPETENCIES

1. Bachelor's degree preferred from an accredited institution in early childhood education or a child-related field. FirstSpark will also consider background and experience commensurate with a degree.
2. Group facilitation skills and community level leadership experience preferred.
3. Demonstrated success in strategy development while engaging multiple stakeholders.
4. Ability to establish and maintain effective working relationships in a collaborative style.
5. Exhibits cultural sensitivity and has experience working with people from diverse backgrounds.
6. Strong knowledge of Virginia's early childhood system, including VQB5 and CLASS.
7. Communicates well orally, in person, by telephone, and in writing.
8. Meets all deadlines and manages time well.
9. Ability to use technology effectively (Microsoft Teams, communications platforms, and other software).
10. Ability to travel in the RRCB region and supply own transportation, documentation of current auto insurance and valid driver's license with annual reporting of no infractions.
11. Completion of child protective services criminal record, and national sex offenders background checks, as well as a TB risk assessment.

ESTIMATED ON-THE-JOB TRAINING TIME: Up to 6 months. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 and 6-month periods.

WORK ENVIRONMENT: The Specialist will work both in the office and in communities and sites served, with teleworking available in a mutually agreeable schedule.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential responsibilities.

EEO STATEMENT: FirstSpark provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

ACKNOWLEDGEMENT: Once hired, employee signature on the original job description constitutes employee's understanding of the requirements, essential functions, and duties of the position.

TO APPLY: Send cover email with resume attached to jobs@firstsparkva.org