



Little Rock School District

JOB DESCRIPTION

Position Title: Early Childhood Enrollment Specialist

Prepared Date: 12/03/2021

JOB GOAL:

Provide positive and professional services to families registering and inquiring about LRSD Programs.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 day) contract, Pay 802 Grade 05, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. High School diploma. College hours preferred.
2. Advanced computer skills (Word, Excel, Power point)
3. Experience in communicating with the public, specifically diverse families.
4. Evidence of strong interpersonal and organizational skills including strong oral and written communication skills.
5. Ability to add, subtract, multiply, and divide units of measure, using whole numbers, common fractions and decimals.
6. Bilingual (Spanish) proficiency preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provides positive face-to-face and phone assistance to families inquiring and registering for the LRSD early childhood programs.
2. Collects and processes student registration paperwork.
3. Enters and maintains student information on multiple data systems for registration and assignment; including monitoring student attendance, entering student wellness data.
4. Monitor and collect payment from eligible participants.
5. Coordinates with EC COPA Specialist and SRO related to student registration and assignment.
6. Responsible for the monitoring and maintaining of paraprofessionals CDA/CPR renewals.
7. Other duties as assigned.



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Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.