

## JOB POSTING

**JOB TITLE:** ERSEA/Quality Assurance Manager  
**DIVISION/OFFICE:** Early Childhood Development Division  
**EMPLOYMENT TYPE:** Full-Time  
**REPORTS TO:** Division Director

**LOCATION:** 201 First Street, Newark, NJ 07107  
**FLSA STATUS:** Exempt  
**SOC CODE:** 13-1040  
**COMPENSATION:** \$41,000 - \$45,000

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

### POSITION SUMMARY:

The ERSEA/Quality Assurance Manager (ERSEA/QA Manager) ensures that the agency complies with all applicable Head Start Performance Standards.

### RESPONSIBILITY AND DUTIES:

- Plans, develop and administer the ERSEA across all sites ensuring an integrated and comprehensive system compliant with Head Start performance standards
- Analyze community assessment data and facilitate and collaborate planning with the center directors and Family and Community Engagement staff and leadership to determine outreach and recruitment
- Assist and collaborate in the development of ERSEA and recruitment plan for the agency
- Ensure applications are completed accurately and timely
- Assess data regularly to meet accuracy throughout Early Childhood Education Division
- Monitor data entry ensuring all data related to enrollment and intake are entered accurately and timely
- Review all applications, verifying eligibility consistent with Head Start standards
- Monitor systems to process enrollment applications, including determining eligibility and selection criteria
- Provide Improvement Plan for all program data to be in compliance with Head Start Performance Standards
- Prepare and distribute monthly reports to Division Director and leadership staff on attendance, enrollment, meal counts, disability enrollment, etc.
- Working through with Family Workers and Center Directors to link families to the appropriated child development resources
- Ensure and train family staff are knowledgeable of latest ERSEA updates
- Collaborate with Center directors, managers and Family Workers to ensure data fidelity
- Monitor data to ensure full enrollment, disability allocation and daily attendance meets Head Start standards
- Monitor attendance/enrollment and provide Monthly reports to the Division Director
- Complete and submit annual PIR report
- Submit data to administration for annual report/Self- Assessment/Student Outcome
- Deliver or facilitate training for staff on data quality
- Participate in staff meetings
- Administers and observes the organizations office operations, policies and procedures
- Volunteerism is encouraged during La Casa's sponsored events
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs

### EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Bachelor's degree. Two years of experience in data collection, data analysis and information processing OR
- Associate Degree with 5 year experience in data collection, information processing and data analysis.
- Knowledge of or ability to learn and implement Head Start Performance Standards and state and local licensing requirements
- Ability to communicate and work with diverse families and professionals
- Ability and willingness to work in a program located in high-risk, low-income community
- Proven ability to function as a leader, as well as a team member
- Ability to exercise discretion in handling confidential information and materials
- Ability to communicate and respond in a manner that consistently demonstrates respect and concern
- Must have excellent organizational skills and proven ability to work within prescribed timelines
- Experience working on Interdisciplinary teams
- Experience monitoring record keeping and reporting
- Good oral and written communication skills
- Must have reliable transportation and be willing and able to travel to partner sites
- Advanced knowledge of computer applications, word-processing software in a Windows and ability to learn and master other computer technology/software as needed, knowledge of COPA system is preferred.

*\*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SCHEDULE:

- Monday – Friday, 9:00am -5:00pm (Schedule may vary according to meet Early Childhood Development needs)

### TO APPLY:

- Email your resume with cover letter to: [Yshin@lacasanwk.org](mailto:Yshin@lacasanwk.org). Only candidates being considered for an interview will be contacted.  
**Open Date:** November 14, 2018 **Closing Date:** November 30, 2018

**La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.**

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

