

# SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION TITLE: Substitute/Relief Enrollment Compliance Specialist

HOURLY RATE: \$20.79/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Enrollment Compliance Specialist

[REDACTED]

of children and families in the Head Start Program and Early Head Start Program; provides

responsible assistance in the compliance monitoring of specified  
[REDACTED]

Responds to program inquiries and makes appropriate referrals to program content experts or other staff

*Conducts on-site visits to review the files of enrolled children of health and nutrition centers*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

child care sites and centers, validating PIR information

Ensures quality assurance for program data and information are maintained and validated in accordance with established internal procedures

Assists in the planning, preparation of and participates in program self assessment activities and cross monitoring functions

Operates a desktop computer and standard office equipment in the course of assigned duties; uses specialized software and specific record-keeping systems

Assists in developing training materials related to assigned functions; may train others of

[REDACTED]

[REDACTED]

Analyze situations accurately and adopt an effective course of action

Communicate effectively, orally and in writing, with individuals of diverse backgrounds and cultures

Work independently and effectively with others in a variety of situations

May require:

Bilingual and/or biliterate skills in another language other than English as designated by the County Office of Education.

EDUCATION AND EXPERIENCE: Education equivalent to a high school diploma supplemented by clerical and office occupational, training and two (2) years experience with public service agencies or any combination of education and experience necessary to demonstrate the required knowledge and abilities to successfully perform the typical duties listed above.

BARGAINING UNIT: Substitute Workers Unit

WORKING CONDITIONS: Duties are performed in a public office setting. The position may require the employee to work in a high-stress environment. The position may require the employee to work in a high-stress environment. The position may require the employee to work in a high-stress environment.