

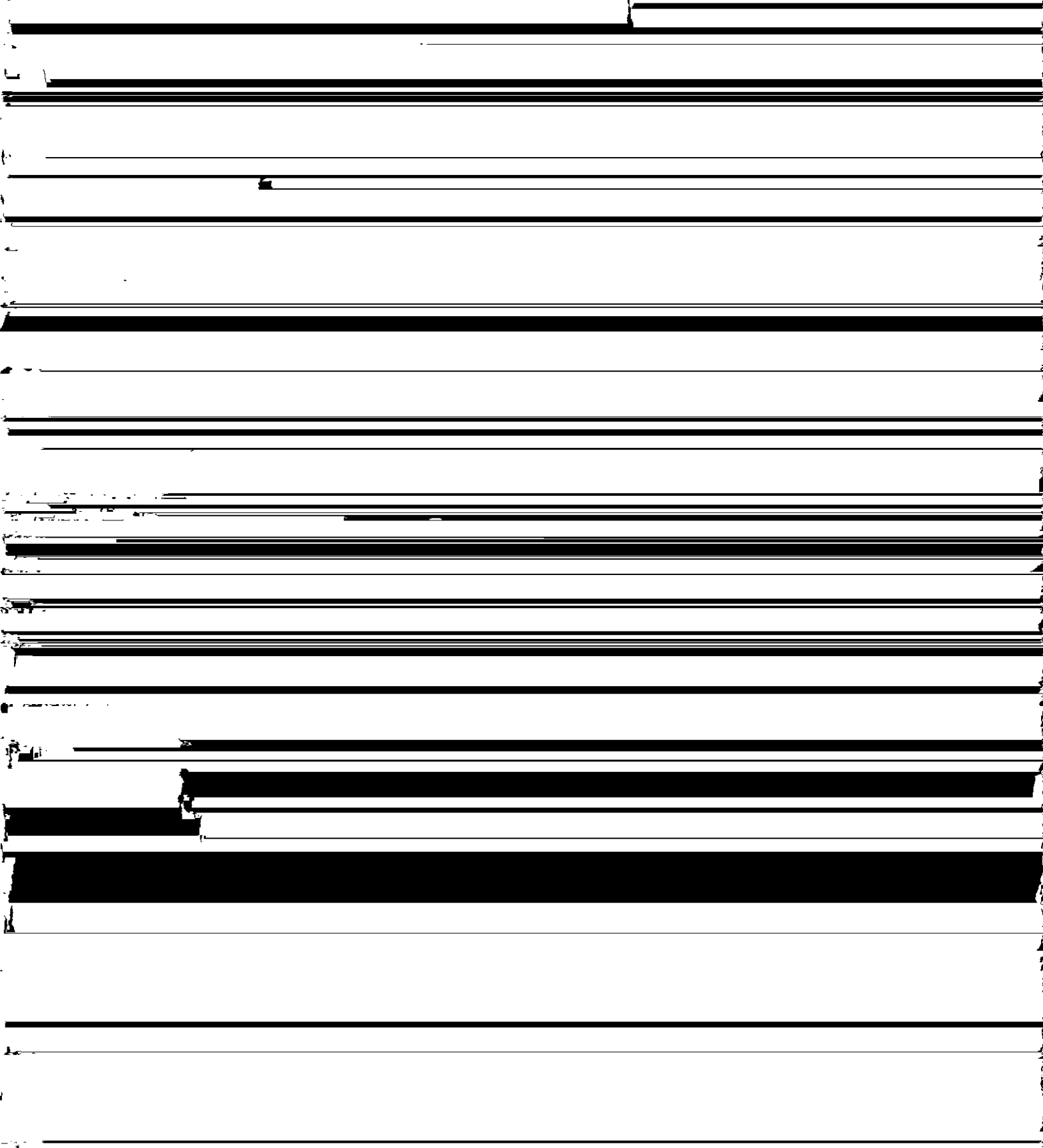
**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: SUPERVISOR – HEAD START PARENT ADVOCACY/RESTRICTED**

**BASIC FUNCTION:**

Under the direction of the Manager-Head Start Planning and Support, plan, develop, implement and oversee Head Start Family Services, Community Partnerships and Parent Involvement programs for the Santa Clara County Office of Education's Head Start and Early Start Programs; develop and recommend policies and procedures to assure compliance with federal Head Start Performance Standards and State

Train Family Advocates, management and partner agencies on implementation of Parent Involvement governance in accordance with performance standards, requirements, policies, and procedures.



Communicate orally and in writing with large and small group audiences.

Supervise and evaluate the performance of assigned staff.

Collect and assemble data, preparing reports, monitoring progress and analyzing data;

Modify systems, procedures, and programs within areas of responsibility.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective relationships with staff, parents, and the community.