SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Head Start Program Analyst - Restricted

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Conducts comprehensive early learning and early childhood education research for the Head Start Program of the Santa Clara County Office of Education; applies an advanced knowledge of research methodology to perform the most complex early learning and educational research and analytic studies, projects, assignments and prepare reports; and uses specialized and innovative research tools and information systems. Employees in this class receive limited supervision within a broad framework of policies and procedures. Employees in this class normally direct and oversee the work of others providing training, guidance or technical assistance.

ESSENTIAL TYPICAL DUTIES

Conducts comprehensive early learning and early childhood educational research studies and surveys including, but not limited to, community needs, curricula, enrollment, staffing patterns, classroom ratios, fiscal requirements, grant availability, Head Start Program evaluation, child outcomes and achievement

Plans, organizes and directs the Self-Assessment internal reviews and reporting in accordance with Head Start Performance Standards and Policy Council policies and procedures; evaluates quality of services and compliance with regulations and identifies and implements program improvements

Oversees

Provides strategic guidance to programs and clients regarding grant eligibility and fund development; assists the Head Start Program in the development of program services that align with funding mandates and priorities; makes recommendations to support Program quality improvements

Desktop computer software used for database management, report writing, communications, spreadsheets, graphics, word processing, and desk-top publishing

Technical research procedures, methods, and techniques

Ability to:

Learn, interpret, and apply policies, laws, rules, regulations, and objectives of the Head Start Program

Perform responsible research tasks, applying independently judgment in the use of conventional and original techniques in research methodology

Create effective and relevant research and evaluation designs

Accurately perform and apply mathematical calculations, statistical theory, and methods used to determine information needs; identify, collect, compile, describe, organize, analyze, and interpret data and facts as a basis for inference

Present data and factual information for program improvement and decision-making, recognizing significant factors, relationships, and trends

Exercise creativity and independent and critical judgment with limited supervision

Cope with novel and difficult problems

Direct the work of, lead, and provide technical guidance to others

Establish and maintain the cooperation of others in providing information, data, and assistance in the course of assigned research assignments, tasks, and projects

Prepare comprehensive technical program reports and explain information and data in its most meaningful and understandable form

Write, edit, and submit grant proposals in a timely fashion

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Possession of Bachelor's degree from a college or university, accredited by one of the six