

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT MANAGER - FARMHEAD START PROGRAM

Under the direction of the Manager, Field Unit, Santa Clara County Office of Education

interactions, home visitor-parent interactions, child outcomes and learning environments.

Coordinates and ensures training of staff and partners. Takes place in the

and professional development throughout the program year.

In conjunction with the Manger, prepares and submits the necessary data for Program Information Report (PIR), corporate audit, and other reports/reviews; prepares and maintains a variety of reports, records and files related to personnel and assigned activities; develops and manages program calendars; coordinates intake, schedules, associates, program, and financial information.



