May support content experts in the development of corrective action plans; monitors progress on corrective plans as necessary; develops reports pertaining to specific action plans and to measure quality and compliance.

Oreates customized reports from Student Information Systems; provides reports, information and assistance to the Director, Program Analyst, Santa Clara County Board of Education, and Parent Policy Council regarding assigned functions.

Assists coordinating and organizing various family engagement efforts and support programs.

Keeps current of any changes affecting federal and state rules, regulations and guidelines regarding the Department.

Attends and conducts a variety of meetings as assigned; may participate in various committees to develop Department goals and objectives.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE OF:

Federal and state laws, Head Start Performance Standards, and related regulations.

Head Start Act provisions, regulations and objectives.

Head Start governance and organizational structures.

California Community Child Care Licensing Requirements.

State Preschool funding terms and conditions.

Federal, state and local regulations as they apply to grant funded program mandates.

Features and capabilities of computers, peripheral and survey equipment, and information systems procedures and methods.

Technical writing and data presentation.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Understand and operate program data collection functions, data management processes and systems to run and analyze reports.

Effectively collect, organize and analyze complex data.

Communicate effectively orally and in writing with governing bodies, parents, community and agency representatives and all others contacted in the course of work.

Effectively present data and information for program improvement and decision-making, recognizing significant factors, relationships and trends, and respond to questions from groups of managers, clients, parents and the general public.

Work with limited supervision.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Drive a vehicle to perform work as assigned.

Prepare comprehensive narrative and statistical reports.



Early Learning Services Ste Monitor