

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: HEAD START COMPLIANCE MONITOR - RESTRICTED

BASIC FUNCTION:

Under the direction of the Manager – Head Start Planning and Support/Restricted, plan, organize and direct the monitoring of internal reviews and reporting of center based and partner sites and Head

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Use program data to inform and advise program administrators and partners of program improvement and learning opportunities and assist with the development of these opportunities when appropriate.

~~Keep current of any changes affecting federal rules, regulations and guidelines regarding the Head~~

Start/Early Head Start program.

Operate a computer and other office equipment as assigned.

Drive a vehicle to perform work as assigned, such as conducting site visits to County and other Head Start agencies.

Attend and conduct a variety of meetings as assigned; participate in the Planning Task Force committee to develop goals and objectives for the Head Start/Early Start Programs.

OTHER DUTIES:

Perform related duties as assigned.

Exercise creativity and independent judgment with limited supervision.
Perform outreach and gain the cooperation and confidence of those contacted in the course of work.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Approved by Personnel Commission: May 13, 2015

Revised: 05/05/2015

Norma Adams

6/10/15