

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: LPC ADMINISTRATIVE SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director Early Learning Services coordinates the communication, meetings, partnerships, information and activities of the Local Early Education Planning Council

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in child development, early childhood education, or a related field, and three years of administrative support experience working in an educational agency providing early care and education services.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting and