

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, EARLY HEAD START PROGRAM

BASIC FUNCTION:

Under the direction of the Director III-Early Learning Services, plans, organizes, and directs, the program functions, systems, and daily operations of the Early Head Start Program and related contracts; monitors fiscal and program compliance with federal, state and local regulation; manages and coordinates the communication, meetings, and partnerships of the Early Head Start Program.

Supervises and evaluates the performance of assigned staff.

and quality improvement plans; prepares and submits the necessary data required for program evaluation.

Collaborates with other program managers in continuous program planning and improvement to ensure

Operate a computer and assigned office equipment;

Analyze situations accurately, and adjust office equipment

Meet schedules and timelines;

Work independently with little direction;

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;

Maintain current knowledge of legal requirements and changes to laws;

Demonstrate cross-cultural sensitivity and respect;

Operate a variety of audio-visual, office and instructional equipment.

EDUCATION AND EXPERIENCE

Any combination equivalent to a bachelor's degree in child development, education or related field, and five

(5) years experience in a highly responsible position