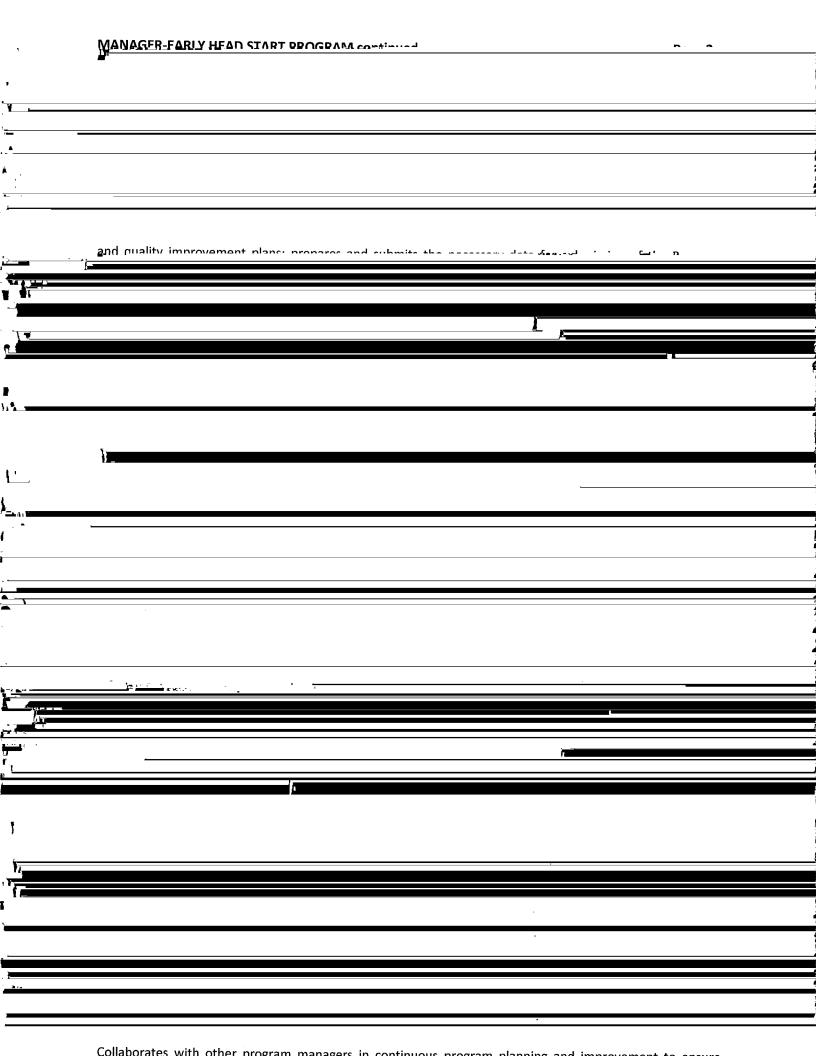
SANTA CLARA COUNTY OFFICE OF EDUCATION

	CLASS TITLE: MANIAGED (EARLY US) FEART BROCKES
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	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
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	Supervises and evaluates the performance of encional staff
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	Operate a computer and assigned office equipment;
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	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 reconstille admitted to
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