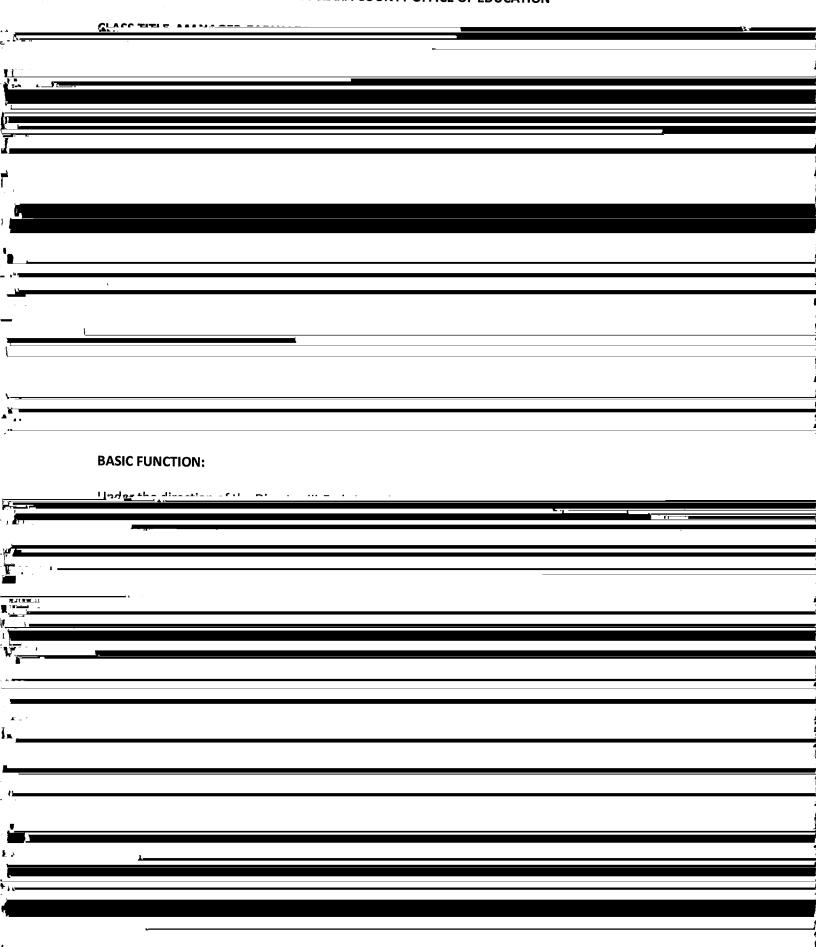
## SANTA CLARA COUNTY OFFICE OF EDUCATION



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ABILITY TO: Plan, organize, and manage the services, standards, and daily operations of Early Learning Services; Supervise and evaluate the performance of assigned staff; Communicate effectively both orally and in writing; 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; Analyze situations accurately and adopt an effective course of action; Meet schedules and timelines; Work independently with little direction; Plan and organize work; Prepare comprehensive narrative and statistical reports; Manage the maintenance of a variety of reports, recards, and files related to action to the
EDUCATION AND EXPERIENCE:
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Any combination equivalent to: master's degree in early childhood advication or related field and four (4)