

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER

BASIC FUNCTION:

Under the direction of the Director of Education Services, the Manager is responsible for the day-to-day operations of the Office of Education Services. The Manager is responsible for the development and implementation of policies and procedures, the supervision of staff, and the management of the office budget. The Manager is also responsible for the coordination of all office activities and the representation of the Office of Education Services to the public and other agencies.

Provides leadership in the development and implementation of instructional programs. ~~...~~

Coordinates and provides support to Early Learning Services partners to ensure program compliance in areas of education and curriculum implementation are in place; provides general oversight of opportunities for ongoing training and technical assistance to partners. ~~...~~

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, records, and files related to program activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in early childhood education or related field and four (4)