

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - STATE AND FEDERAL PROGRAMS

**BASIC FUNCTION:**

Under the direction of the Director of State & Federal Programs, assist in the development and implementation of

engagement support and staff training for County Office categorical programs in areas related to development, monitoring and evaluation of school sites implementation, in-service, multicultural awareness and understanding, parent involvement, and community relations.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Approved: 

01/20/2015