

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: QUALITY SYSTEMS PROGRAM COORDINATOR

BASIC FUNCTION:

Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations; assists assigned agencies and programs with meeting the requirements of federal and state contracts and guidelines through analysis, interpretation, and implementation support.

Provides technical assistance resources to California State Preschool Program (CSPP) sites; monitors associated grant-funded programs and reports.

Analyzes data to monitor and review the attainment of program goals and objectives at County, Program Site and Consortia level.

Maintains and compiles program data and reports submitted to QCC.

Represents the SCCOE in partner meetings and throughout the community.

Maintain collaborative relationships with those contacted.  
Lead and work effectively with groups in committees and workshops.  
Analyze program goals and accomplishments and promote integration with other initiatives as appropriate.  
Work independently, exercise sound judgment and assume responsibility for completion of tasks.  
Attend evening or weekend meetings as needed.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Drive a vehicle to perform work as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in child development, Early Childhood Education, Education, Social Services, or related field, and two years related experience involving data analysis and maintenance, conducting assessments, program coordination, and providing technical support. Experience serving childcare providers and early learning agencies is preferred.

LICENSES AND OTHER REQUIREMENTS: None