

SANTA CLARA COUNTY OFFICE OF EDUCATION  
Personnel Commission

CLASS TITLE: SUPERVISOR - HOME BASED PROGRAM - EARLY HEAD START/ RESTRICTED

BASIC FUNCTION

Under the direct supervision of the Program Operations Manager, the Supervisor- Home Based Program Early Head Start Restricted provides oversight and direction, and supervision to Home Visiting Specialists in Early Head Start programs. The Supervisor - Home Based Program Early Head Start/Restricted en



Prepare and maintains accurate records, such as those related to personnel, calendars and forms

Communicates regularly with other SCCOE staff and acts as an advocate for HS/EHS. Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Coordinates with management and other service area experts to meet HS/EHS mandates state and local mandates.

Completes and submits accurate and timely reports.

Maintains confidentiality

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

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Steps 0 and concise oral and written reports

Exercise

Interpersonal skills using fact, not, see and courtesy

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