

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – PRESCHOOL INSTRUCTIONAL SUPPORT

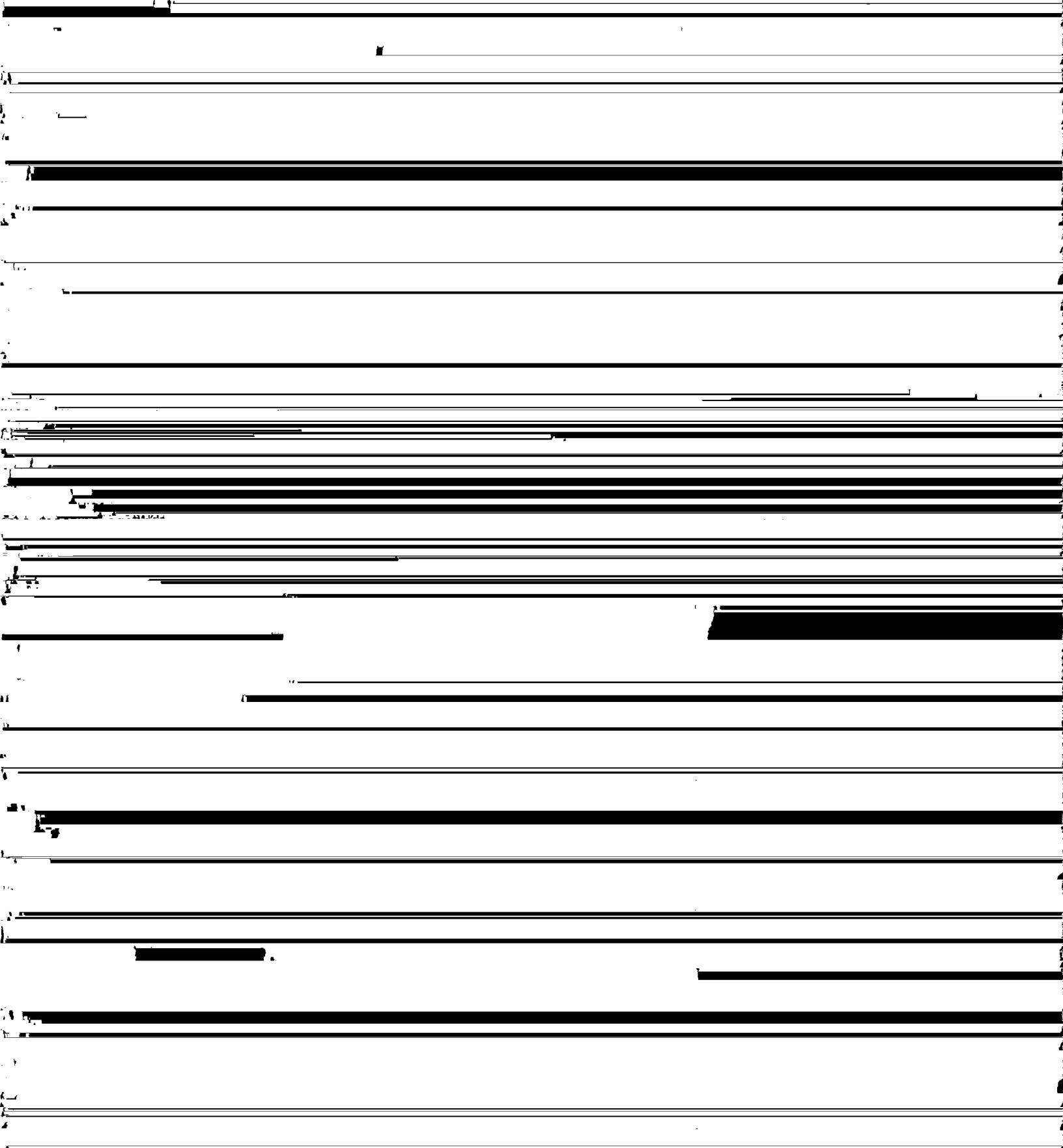
BASIC FUNCTION:

Supervisor of Instruction of the Santa Clara County Office of Education, Preschool Instructional Support

support to Preschool classrooms; coordinates the implementation of State Preschool and Head Start/Early

issues and conflicts and exchanges information; coordinates with management, and component experts to assure program services meet Preschool mandates and education components.

Responds to parent issues and concerns regarding their child, complaints regarding staff, and other Program



Assure compliance with local aspects of special education and Title II of the Civil Rights Act.

- 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.
- Maintain current knowledge of state and federal regulations.