

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER - HEAD START PROGRAM OPERATIONS**

#### **BASIC FUNCTION:**

Under the direction of the Director III-Head Start, plans, organizes and directs the services, standards and daily operations of the Head Start Program; administers and monitors fiscal and regulatory compliance; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes and directs the services, standards and daily operations of the Head Start Program; administers and monitors fiscal and regulatory compliance; assures compliance to Program plans, policies and procedures and the Head Start Performance Standards and Regulations.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Provides technical expertise, information and assistance to the Director regarding Head Start operations and functions; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of compliance, narrative and statistical reports, records and files related to personnel and assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicates with the Superintendent's office regarding processing child assessment data, community needs assessment and grant development.

Develops and prepares the annual preliminary budget for Head Start Operations; analyzes and reviews budgetary and financial data; purchases needed services and materials for Program operations; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

##### **OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Management of the SCCOE Head Start Program operations.  
Head Start Performance Standards and regulations.  
Licensing regulations.  
Early child development theory and current research and best practice models.  
ECERS/ITERS class assessment tools.  
SELPA and inclusion of children with disabilities and IEP process.  
Community agencies serving children from birth to age five (5) and their families.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize and direct the services, standards and daily operations of the Head Start Program.  
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.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in early childhood education or related field and four (4) years of experience managing preschool/infant toddler and preschool centers.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Child Development Directors permit  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

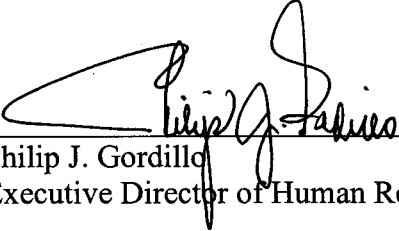
Office environment  
Driving a vehicle to conduct work

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:  \_\_\_\_\_ 7/01/2011  
Philip J. Gordillo \_\_\_\_\_ Date  
Executive Director of Human Resources