

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - HEAD START PLANNING & SUPPORT/RESTRICTED

BASIC FUNCTION:

Under the direction of the Director III-Head Start, plan, organize and direct planning and support service areas of the Head Start program, including clerical, contract management, maintenance, custodial, health, nutrition and family services; manage and support the activities of the program design team to assure quality services to children and families; plan and oversee annual program planning, grant development and self-assessment activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct planning and support service areas of the Head Start program, including clerical, contract management, maintenance, custodial, health, nutrition and family services.

Organize and direct the Head Start contract administration activities, including consulting with landlords regarding property maintenance, enhancements and new lease agreements; communicate with architects, service providers and others regarding facility improvements; write memorandums of understanding with social service agencies and health providers serving low income families.

Oversee health and nutrition activities; work with partners and coordinate services, reporting procedures and provide program updates.

Plan, organize and direct and participate in the Head Start planning and grant application process, including the development of community assessment, goals and objectives, and operational procedures for each of the service areas.

Manage support service areas for Head Start program including eligibility, enrollment, family support, food services, facilities and operations support; supervise and oversee the activities of the program design team to assure quality of services for children and families.

Manage and supervise clerical support for Head Start program functions, including systems for enrollment, food programs, health and family services.

Plan, organize and direct Head Start facility maintenance and custodial activities; develop maintenance schedules and timelines; coordinate summer clean up activities and special projects; address related safety concerns and prioritize work orders.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate staff development training activities and work closely with Program Operations and Human Resources to identify training needs.

Develop and establish procedures that include parents in various aspects of the Head Start

program including procedures for the transition of children and families into and out of the program; develop and implement procedures for monitoring progress, planning improvement and data analysis and for eligibility, recruitment, selection, enrollment and attendance that meet the requirements of Performance Standards and other regulations.

Provide technical expertise, information and assistance to the Director III-Head Start regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop guides, manuals and resource materials for staff and parents to clarify agency policies and support the implementation of procedures.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; generate payroll reports, subfinder reports, grant development, and other related records and reports. Submit to appropriate agency or department; establish and maintain internal monitoring processes to assure adherence to federal and State requirements.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Head Start Planning and Support Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Analyze trends from each service area and data on children and families enrolled in the program and determines whether appropriate results are achieved; proposes corrective action needed and monitors its implementation; establishes and maintains community resources and agreements with external programs and agencies.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of Head Start programs.
- Organizational management, systems and related procedures related to Head Start programs.
- Budget preparation and control.
- Strategies and methods for developing agreements and partnerships.
- State, and federal requirements relating to the Head Start programs.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.

- Computer software applications for child development reporting.
- Principles and methods of child development.
- Proper evaluation methods.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize and administer the operation of Head Start Planning and Support programs.
- Conduct comprehensive planning for program goals and objectives
- Communicate effectively both orally and in writing.
- Develop and implement procedures for the evaluation of program outcomes/results.
- Interpret, apply and explain State and federal rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Operate a computer and assigned office equipment.
- Prepare comprehensive narrative and statistical reports.
- Train and evaluate the performance of assigned staff.
- Establish and maintain working relationships with faculty, staff, parents, community members and others.
- Conduct effective program evaluations.
- Secure successful grants.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with major course work in organizational development, management or a related field and four years increasingly responsible instructional program management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

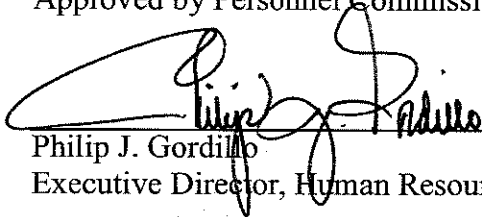
PHYSICAL DEMANDS:

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 by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date