

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

**POSITION:** Substitute/Relief Head Start/Early Head Start Program Specialist

**HOURLY RATE:** \$23.25/hour

### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES**

To develop, plan, organize, coordinate and implement program services for Head Start and Early Head Start students and their families; to participate in local, regional and statewide meetings; to provide staff and parents with technical assistance related to curriculum, education and family engagement activities; and to assist staff in the development, implementation and evaluation of the Head Start and Early Head Start program.

### **ESSENTIAL/TYPICAL DUTIES**

Plans, coordinates and facilitates program-related workshops/trainings for one or more program components including, but not limited to, parent education and training, child development, health education, nutrition and assessment, social services and/or other specialized areas

Requires excellent communication/training skills targeted toward large and small groups, families and teaching staff

Establishes desired workshop/training outcomes; designs training modules; researches training topics; creates and/or provides resource materials, develops agendas, and evaluates effectiveness; leads workshop/training sessions or coordinates external trainers as necessary

Assists in planning and maintaining systems and protocols regarding available district, community and social services; makes referrals to outside agencies and follow up on referrals

Participates in program related local, regional and statewide meetings

Identifies and provides information about community based resources related to assigned functions

Assists staff in the development, implementation and evaluation of HS/EHS program related goals and objectives

Develops and maintains resource files of written materials, publicizes community sponsored classes or events

Reviews current literature to determine future relevant areas to be addressed by the program

Creates and maintains procedure manuals, department directories, and routine records

Prepares routine and narrative reports related to assigned functions, workshops and activities

Develops and designs training workshop schedules, evaluations, newsletters, promotional displays, informational leaflets, reports and tables

Interprets and/or translates English/Spanish or English/Vietnamese written communication, documents and forms

Effectively uses various desktop computer software application programs for the creation of word documents, spreadsheets and presentations

Performs related duties as required

### EMPLOYMENT STANDARDS

#### Possession of:

A valid California Class C Driver's License

A driving record that meets the County Office of Education's insurance requirements

#### Knowledge of:

Oral and written competency and literacy in English and Spanish

Research techniques

Modern office and filing procedures

Office software applications such as Word, Excel and PowerPoint

#### Ability to:

Interpret and apply program regulations, procedures, provisions and requirements

Develop goals and objectives aligned to program needs

Develop, plan organize and implement training/workshop modules and materials, work plans, and schedules

Work closely with families of diverse cultural, racial and ethnic backgrounds

Effectively communicate with constituent groups in a variety of settings

Establish and maintain records and files related to assigned functions

Analyze program data, retrieve and prepare comprehensive, narrative and routine reports

Become familiar with current best practices in the field

Operate personal computer software application programs to develop, design, prepare and present information in a variety of written formats

Work without immediate supervision and direct the work of others

Attend evening meetings and work a flexible schedule

Establish and maintain effective work relationships with those contacted in the performance of required duties.

#### EDUCATION, TRAINING AND EXPERIENCE

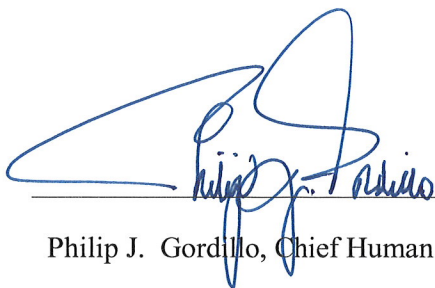
A combination of education, training and experience which demonstrates possession of knowledge, skill and abilities detailed above. A typical qualifying background would include one year job-related experience working in a program setting similar to Head Start and sufficient college-level course work in education, psychology, social services or a closely related field. A Bachelor's degree from an accredited college or university is desirable.

BARGAINING UNIT: Substitute Workers Unit

WORKING CONDITIONS: Duties are performed in office and classroom environments. Substitute/Relief Worker will be required to work a flexible schedule evening and weekend hours and to drive a vehicle to visit districts and school sites within the (multiple county) region.

PHYSICAL DEMANDS: Regularly stand and sit for extended periods of time, walk short distances on a regular basis and on uneven surfaces whenever necessary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; seeing to read fine print; hearing and understanding voices over the telephone and in person; moving and transporting program materials, and lifting light objects.

Approved:



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Philip J. Gordillo, Chief Human Resources Officer

9/27/16

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Date