

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR – HEAD START PARENT ADVOCACY/RESTRICTED**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Head Start Planning and Support, plan, develop, implement and oversee Head Start Family Services, Community Partnerships and Parent Involvement programs for the Santa Clara County Office of Education's Head Start and Early Start Programs; develop and recommend policies and procedures to assure compliance with federal Head Start Performance Standards and State and local regulations; provide information and referral to educational, health and nutritional resource agencies as needed by children and their families; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

Plan, develop, implement and oversee Head Start Family Services, Community Partnerships and Parent Involvement programs for the Santa Clara County Office of Education's Head Start and Early Start Programs.

Monitor and track Family Services for Head Start and Early Start programs; collect and review data and prepare related reports; track quality and timeliness of services and if services met the needs of families.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; manage and monitor staff absences and input into sub finder system; verify substitute attendance; approve and disapprove staff absences.

Monitor progress to identify number of assessments completed, family needing and receiving services, family goal process and referrals.

Train Family Advocate staff and management on requirements, policies and implementation of Family Services according to performance standards requirements; conduct training programs in a group or individual setting.

Assist in the development and implementation of Parent Policy Council Governance and other parent committees; plan, coordinate, organize and attend monthly meetings and training programs; update the Parent Council roadmap and governance calendar; assure timelines are met and track attendance.

Develop and recommend policies and procedures to assure compliance with federal Head Start Performance Standards as well as state and local regulations; provides information and referral to educational, health and nutritional resource agencies as needed by children and their families.

Coordinate the Parent Involvement for Early Start and Head Start programs; oversee and evaluate parent involvement activities, such as parent meetings, committees and parent education workshops; solicit parent involvement for program-wide activities; provide staff with information on Parent Involvement opportunities and trainings; provide monthly report to the Director.

Assist the Family Health Coordinator in implementing program components for health, mental health and dental services; promotes preventative health services and early intervention, health and safety practices; coordinate the provision of first aid training to center staff; and assure health records are maintained for enrolled children.

Train Family Advocates, management and partner agencies on implementation of Parent Involvement governance in accordance with performance standards, requirements, policies and procedures.

Assist in the planning and implementation of family intakes for Program families; review and update Family Services and Parent Involvement forms to assure compliance with federal performance standards; make recommendations on the intake process, procedures and schedules.

Collaborate with other Program content experts and community agencies to secure resources and services to staff and parents; attend a variety of meetings; participate in the development of collaborative projects with other community agencies.

Design and implement procedures for gathering and monitoring family data for Programs and partner sites; utilize program data to track and modify Program training activities.

Advocate for community partnerships and secure services with memorandums of understanding; share with CIS and Family Advocate information and resources available to the community.

Participate in program planning and in the development of grant applications; assist in the preparation of the budget and allocation of funds for recruitment, eligibility and family services.

Operate a computer and assigned software programs; operate other office equipment as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State and Federal Head Start and Early Head Start regulations.

Performance standards and guidelines related to Head Start and Early Start programs.

Standard policies and procedures for health and social services agencies.

Community resources related to Head Start and Early Start family advocacy services.

Tracking system for the delivery of family service.

Budget preparation and control.

Design and facilitate health education for parents and provide referral resources as appropriate.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Health and safety regulations

Principles and practices of training and providing work direction to others.

**ABILITY TO:**

Plan, develop, implement and oversee Head Start Family Services, Community Partnerships and Parent Involvement programs for the Santa Clara County Office of Education's Head Start and Early Start Programs.

Design and implement a recruitment plan; ability to work with diverse populations including special needs families; ability to represent the agency in a professional capacity.

Plan, organize and assess the implementation of family services and parent involvement in the Head Start and/or Early Head Start Program.

Work as a member of a team where diverse program content.

Coordinate functions and activities between the Head Start Program and outside agencies;

- Communicate orally and in writing with large and small group audiences.
- Supervise and evaluate the performance of assigned staff.
- Collect and assemble data, preparing reports, monitoring progress and analyzing data;
- Modify systems, procedures, and programs within area of responsibility.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Maintain routine records.
- Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public administration, social services, or a related field and two years of job-related experience with demonstrated competence in social service, public health or education programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

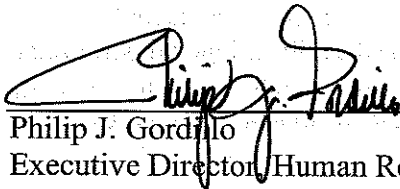
**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate equipment.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen student health conditions.

Approved by Personnel Commission: June 23, 2011

  
 Philip J. Gordillo  
 Executive Director, Human Resources

Date 7/01/11