

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ASSISTANT MANAGER – EARLY HEAD START PROGRAM**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Early Head Start Program, organizes and directs the activities and operation of the Early Head Start Program; monitors compliance with federal, state and local requirements for the all program options (center based, home visiting and family childcare); ensures all program options are providing comprehensive services; trains, supervises and evaluates assigned staff.

#### **REPRESENTATIVE DUTIES:**

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

Organizes and directs the activities and operations of the Early Head Start Program; supervises the implementation of the ongoing provision of services; ensures that the health, nutrition, dental, disability, mental health and family services areas are effective and efficient, and referral and treatment follow-up care services are provided at each of the program sites.

Monitors compliance with federal, state, and local laws and regulations, including requirements outlined in the funding terms and conditions as it relates to education, comprehensive services, eligibility, recruitment, selection, enrollment and attendance, health and safety, special education laws, health incidents, and suspected child abuse.

Ensures all program options are providing comprehensive services to the families and children enrolled; coordinates services provided by the content services units and partner sites including meetings held to discuss children with disabilities, high-risk health conditions, and children and families dealing with severe mental health/behavior issues; and collaborates with content experts, as needed.

Assists in continuous program planning and improvement to ensure prompt action to address identified deficiencies; responsible for the maintenance and updating of program monitoring and tracking systems with special focus on the families receiving state subsidies in the EHS-CCP program; conducts onsite quality assurance visits and provides guidance and support to staff on how to improve services to all program options, including partner and providers sites.

Directs, supervises, monitors and evaluates the job performance of assigned staff; interviews and selects employees; and recommends transfers, reassignments, terminations, and disciplinary actions; monitors staff absences and assigns substitutes as needed.

Schedules and conducts formal and informal site visits to monitor service delivery activities and compliance with Community Care Licensing requirements, Head Start Program Performance Standards, Head Start Act, Title V, State Preschool and Child and Adult Care Food Program (CACFP) meal service contract requirements.

Collects and analyzes data for program planning, quality improvement, and individualization of services; ensures research-based instruments are used to assess parent-child interactions, provider/teacher-child

interactions, home visitor-parent interactions, child outcomes and learning environments.

Coordinates and ensures training of staff and partner sites takes place including onboarding, pre-service and professional development throughout the program year.

In conjunction with the Manger, prepares and submits the necessary data for Program Information Report (PIR), corporate audit, and other reports/reviews; prepares and maintains a variety of reports, records and files related to personnel and assigned activities; develops and manages program calendars; coordinates intake schedules; generates program reports for monitoring of services and staff performance; prepares and submits licensing applications and meets with licensing representatives.

Approves purchases of program equipment, supplies, materials for all program options, including family childcare homes, classrooms and home-based sites; identifies supply and equipment needs for the program; submits and approves work orders and maintenance needs for program sites.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; advises on program goals and objectives for grant proposals.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends all required meetings, pre-services, in-services, and other trainings as required.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES****KNOWLEDGE OF:**

Management of operations and activities of the Early Head Start Program;

Head Start regulations, Title 22 and Title V;

Standards and daily operations of the Early Head Start center-based, home-based and family childcare program options;

Principles of child development and early childhood education, specifically licensing regulations, Head Start Program Performance Standards, and related policies and procedures;

Practices and procedures involved in the development, implementation and evaluation of early childhood education instructional functions and services, specifically to infants/toddlers;

State and federal guidelines and requirements concerning early childhood education programs;

Policies and objectives of assigned programs and activities;

Federal and state early learning frameworks of infant/toddler development, home visiting models, and family childcare;

Appropriate methods for implementing and assessing infant/toddler research-based curriculum for home visiting, center based, and family childcare programs;

Methods of observing, evaluating and recording child growth and development;

Safe practices in classroom and family childcare activities;

Requirements of maintaining infant/toddler centers and family child care homes in a safe, clean and orderly condition;

Dual language development and cross-cultural issues;

Oral and written communication skills;  
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, control, and direct program services, activities, budgets, and operations;  
Ensure compliance with federal, state and local requirements applicable to family childcare homes, infant/toddler centers and home visiting programs;  
Determine eligibility for program participation;  
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;  
Maintain current knowledge of legal requirements and changes to laws;  
Demonstrate cross-cultural sensitivity and respect;  
Operate a variety of audio-visual, office and instructional equipment.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to a bachelor's degree in child development, education or related field, and three (3) years increasingly responsible experience in early care and education, which included training and supervision of staff.

**PREFERRED QUALIFICATIONS**

Bilingual Preferred – Spanish;  
Experience working with Early Head Start or Head Start programs, including working with Family Child Care Providers.

**LICENSES AND OTHER REQUIREMENTS**

Valid California Child Development Site 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: Anisha Munshi 9/12/19  
Anisha Munshi, Ed.D. Date  
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 9/12/19  
Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools