

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EARLY LEARNING SERVICES SITE MONITOR

BASIC FUNCTION:

Under the direction of the Manager - Program and Quality Assurance, performs responsible monitoring, data management, and reporting in support of program compliance for Early Learning Services (“Department”) programs; assists in the planning and organizing of Department compliance monitoring; coordinates the monitoring of internal reviews, reporting of center based and partner sites, and Department activities and operations in accordance with mandated local, state and federal standards, procedures, rules and regulations; monitors program areas to ensure efficient operation; manages program data collection functions and data management processes and systems; prepares routine and comprehensive assessment reports; supports implementing procedures for ongoing monitoring and continuous improvement of Department and partner agency operations.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs responsible monitoring, data management, and reporting in support of program compliance for Department programs.

Assists in the planning and organizing of Department compliance monitoring; coordinates the monitoring of internal reviews, reporting of center based and partner sites, and Department activities and operations in accordance with mandated Performance Standards, Policy Council rules and procedures, and state and federal regulations.

Supports implementing procedures for monitoring and continuous improvement of Department and partner agency operations; monitors program areas to ensure efficient operation; provides feedback of site assessment data and reports for the purposes of training, technical assistance and quality improvement; provides technical assistance and training to directly operated sites and partner agencies.

Conducts on-site compliance monitoring to determine compliance with relevant regulations; reviews reports from internal and partner agency representatives; reviews compliance data related to services provided under established contracts; compiles information and related data and generates status reports of various program areas and recommends improvements.

Manages program data collection functions and data management processes and systems; analyzes related data collected from self-assessment, site monitoring and surveys for the purpose of monitoring and reviewing Department goals and objectives; prepares routine and comprehensive assessment reports.

May support content experts in the development of corrective action plans; monitors progress on corrective plans as necessary; develops reports pertaining to specific action plans and to measure quality and compliance.

Creates customized reports from Student Information Systems; provides reports, information and assistance to the Director, Program Analyst, Santa Clara County Board of Education, and Parent Policy Council regarding assigned functions.

Assists coordinating and organizing various family engagement efforts and support programs.

Keeps current of any changes affecting federal and state rules, regulations and guidelines regarding the Department.

Attends and conducts a variety of meetings as assigned; may participate in various committees to develop Department goals and objectives.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state laws, Head Start Performance Standards, and related regulations.

Head Start Act provisions, regulations and objectives.

Head Start governance and organizational structures.

California Community Child Care Licensing Requirements.

State Preschool funding terms and conditions.

Federal, state and local regulations as they apply to grant funded program mandates.

Features and capabilities of computers, peripheral and survey equipment, and information systems procedures and methods.

Technical writing and data presentation.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Understand and operate program data collection functions, data management processes and systems to run and analyze reports.

Effectively collect, organize and analyze complex data.

Communicate effectively orally and in writing with governing bodies, parents, community and agency representatives and all others contacted in the course of work.

Effectively present data and information for program improvement and decision-making, recognizing significant factors, relationships and trends, and respond to questions from groups of managers, clients, parents and the general public.

Work with limited supervision.

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.

Meet schedules and timelines.

Drive a vehicle to perform work as assigned.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from a regionally accredited university with major coursework in business administration, public administration, education or related field, and two years of experience with demonstrated competence collecting, reviewing, monitoring and reporting program data and making data driven recommendations. Preference may be given to individuals with experience with compliance monitoring for grant funded programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

May be required to work a flexible schedule evening and weekend hours.

May be required to attend evening meetings.

May require use of personal vehicle in the course of employment.

PHYSICAL DEMANDS:

Stand and sit for long periods of time.

Walk short distances on a regular basis.

Use hands to handle, feel and operate a computer keyboard or other office equipment.

Reach with hands and arms.

Stoop or kneel or crouch to file speak clearly and distinctly to answer telephones and provide information.

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 and operate a desktop computer.

Approved by Personnel Commission: August 8, 2018

Revised: 09/19/18



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 09/19/2018