

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: MANAGER- EARLY LEARNING SERVICES RECRUITMENT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, works collaboratively with the Personnel Services Division to identify, recruit and onboard potential candidates for the Head Start, State Preschool and Educare programs; develops, recommends and complies with program policies and procedures and assures assigned staff are supported; plans, organizes, and attends recruitment events to support the program(s); communicates directly with potential candidates to support with the completion of the onboarding process.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, develop, implement, oversee, and make recommendations related to the identification and recruitment of staff for the Early Learning Department including but not limited to Head Start, State Preschool, Early Head Start and Educare.

Coordinates and implements staff training for onboarding new staff depending on their program; training can include onsite training and remote training.

Communicates and meets with community-based partners to support the recruitment of candidates for the Early Learning Services program.

Provides ongoing in-service training for staff depending on the needs of the program including but not limited to educational best practices, classroom management and Head Start compliance.

Serves as a resource for Early Learning Services program directors specifically for compliance related programmatic needs based around federal and state mandates.

Monitors, reviews and audits staff schedules and absences and reports information directly to Early Learning Services program directors.

Participates in the program planning and development of grant applications; assists in the preparation of the budget and allocation of funds for the recruitment of Early Learning Services program candidates.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

Federal and state mandates related to Head Start/Early Start, State Preschool Programs and Educare; Head Start, Early Start, State Preschool and Educare organizational and governance structures; Early childhood development theory and current best practices; Oral and written communication skills;

Principles and practices of administration and training;  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, develop, implement and oversee the identification and recruitment of potential Early Services employee candidates;  
Interpret, apply, understand, follow and adhere to state and federal mandates related to Head Start, State Preschool and Educare related programming;  
Effectively problem solve and modify systems, procedures and processes related to both staff development and recruitment;  
Collect and assemble data, prepare reports, monitor progress and analyze data;  
Function effectively in a multicultural setting including working with a diverse population of staff, students and families;  
Maintains confidential information;  
Serves as a resource to program staff and other community stakeholders;  
Communicates effectively both orally and in writing;  
Meets schedules and timelines;  
Works independently with minimal supervision;  
Operate a computer including assigned software.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;  
Demonstrates emotional intelligence;  
Models inclusive, effective, and authentic communication;  
Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Master's degree from an accredited college or university with major course work or extensive experience in education; minimum of five (5) years of job-related administrative experience with demonstrated competence in educational leadership.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Credential or Child Development Program Director Permit  
Valid driver's license

**PREFERRED QUALIFICATIONS**

Bilingual Preferred (Spanish and / or Vietnamese)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;

Seeing to read a variety of materials;

Walking, bending, reaching, standing, and stooping;

May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;

Dexterity of hands and fingers to operate a computer keyboard.

Approved: DocuSigned by:  
*Larry Oshodi*  
84A286968D5B4A4... 2/2/2024 | 10:11 AM PST  
Larry Oshodi Date  
Assistant Superintendent-Personnel Services

Authorized: DocuSigned by:  
*Mary Ann Dewan, Ph.D.*  
72890FED1F52493... 2/2/2024 | 9:34 AM PST  
Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools