

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: HEAD START COMPLIANCE MONITOR - RESTRICTED**

**BASIC FUNCTION:**

Under the direction of the Manager – Head Start Planning and Support/Restricted, plan, organize and direct the monitoring of internal reviews and reporting of center based and partner sites and Head Start/Early Head Start activities and operations in accordance with Head Start Performance Standards, Policy Council policies and procedures and State and federal regulations; monitor program areas to ensure efficient operation; oversee program data collection functions and data management processes and systems; prepare routine and comprehensive assessment reports; implement procedures for continuous monitoring of Early Head Start and partner agency operations; and perform related duties as assigned.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize and direct Head Start/Early Head Start efforts to routinely monitor program operations and ensure compliance with State and federal requirements.

Research, analyze and interpret State and federal regulations.

Conduct assigned on-site coordinated compliance monitoring reviews and program quality assessments to determine compliance with internal and state regulations for the program being monitored.

Advise, train, liaison with and provide technical assistance to service area and partner agencies.

Assist in identifying program quality deficiencies and recommend support, professional development and quality improvement planning to ensure program quality standards are met.

Assist in the development of plans for corrective action as necessary; monitor progress on corrective plans as required.

Lead and advise committees of management staff and partner agency representatives to develop procedures to effectively implement required program operations.

Assist with the development of methods, procedures and reports to measure quality and compliance.

Receive and review reports from internal and partner agency representatives; review compliance data related to services provided under established contracts; compile information and related data and develop program-wide status reports of various program areas; identify and implement program improvements.

Manage the data collection activities of the center based and partner sites of the Head Start/Early Head Start program; research and identify appropriate vendor-created data tracking systems; design and create customized database systems as appropriate. Provide reports, information and assistance to the Director and Program Analyst, County Board of Education and Parent Policy Council regarding assigned functions.

Review findings with management staff and assist in implementing changes resulting from data collection and analysis.

Works as a member of the Head Start and monitoring team to plan, coordinate, develop and design Home Based Program, quality infant, toddler and pre-kindergarten professional development for Head Start and other partner preschool programs.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Use program data to inform and advise program administrators and partners of program improvement and learning opportunities and assist with the development of these opportunities when appropriate.

Keep current of any changes affecting federal rules, regulations and guidelines regarding the Head Start/Early Head Start program.

Operate a computer and other office equipment as assigned.

Drive a vehicle to perform work as assigned, such as conducting site visits to County and other Head Start agencies.

Attend and conduct a variety of meetings as assigned; participate in the Planning Task Force committee to develop goals and objectives for the Head Start/Early Start Programs.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Federal and state laws, Head Start Performance Standards, Policy Council policies and procedures 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.

Principles and practices of training.

Strategic planning and policy development.

Community social service agencies.

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.

Operation of a computer and assigned software.

**ABILITY TO:**

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

Implement procedures for continuous monitoring of Head Start, Early Head Start and partner agency operations.

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.

Write reports, business correspondence and procedural manuals.

Work effectively with diverse populations.

Effectively present data and factual 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.

Exercise creativity and independent judgment with limited supervision.  
Perform outreach and gain the cooperation and confidence of those contacted in the course of work.  
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.  
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.

**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; a Master's degree is preferred; and
- Two years of experience with demonstrated competence collecting, reviewing, monitoring and reporting program data and making recommendations based on data. Experience must include one year of compliance management 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 require use of personal vehicle in the course of employment.  
May be required to attend evening meetings.

**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: May 13, 2015

Revised: 05/05/2015



6/10/15

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Norma Gonzales  
Director-Classified Personnel Services

Date