

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - EARLY HEAD START PROGRAM

BASIC FUNCTION:

Under the direction of the Director III-Early Learning Services, plans, organizes, and directs, the program functions, systems, and daily operations of the Early Head Start Program and related contracts; monitors fiscal and program compliance with federal, state and local regulation; manages and coordinates the communication, meetings, and partnerships of the Early Head Start Family Child Care Provider Group; supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES

Plans, organizes, and directs, the program functions, systems, and daily operations of the Early Head Start (EHS) Program and related contracts; ensures strong coordination, efficiency, and quality between program and support services.

Develops and implements policies and procedures that ensures quality program services including training and technical support for all EHS program options, and the provision of the content expertise in the area of safe environments, health/nutrition, family engagement, mental health, disabilities, and ERSEA in accordance with the Head Start Act, Head Start Performance Standards, state regulations, and local laws, as applicable.

In conjunction with the Director, develops and monitors budgets including the in-kind match collection; analyzes and reviews financial data, cost allocation plans, and expenditure reports; controls and authorizes expenditures in accordance with establish limitations.

Provides technical expertise to the Director regarding assigned activities and assists in the formulation of program and fiscal long-term goals, objectives and activities; and ensures the development, review, and update of procedures, manuals and program written plans, as needed for all program options.

Works with the Program and Quality Improvement Manager to oversee the implementation of procedures for monitoring program compliance with program guidelines, Administrative Regulation, Head Start Reauthorization Act and Performance Standards, Community Care Licensing (Title 22 & 5), CACFP, State Preschool funding terms and conditions and local regulations.

Directs, supervises, monitors and evaluates job performance of assigned staff; interviews and selects employees; and recommends transfers, reassignments, terminations, and disciplinary actions.

Plans, organizes and implements the EHS Family Child Care (FCC) Provider Group; manages and coordinates the communication, meetings, and partnerships with each of the FCC Providers; establishes formal contractual agreements; and ensures FCC providers accepted into the EHS FCC Provider Group are in compliance with program standards, and requirements.

Prepares analyses of reports to monitor program operations including status reports on service delivery for all options including partner and provider sites, ongoing assessment, screening timelines, curriculum fidelity,

and quality improvement plans; prepares and submits the necessary data for submission of the Program Information Report (PIR), corporate audit, and other reviews.

Collaborates with other program managers in continuous program planning and improvement to ensure prompt action to address identified deficiencies; participates in the planning and implementing of the yearly Program Self-Assessment; utilizes program self-assessment results, Program Information Report (PIR) data and audit reports to formulate quality improvement plans to address areas of non-compliance and maintain, correct or improve delivery of services.

Assists Director with coordinating activities for the EHS-CCP and EHS Programs to facilitate the implementation of the Head Start Policy Council, parent committees and other related governance activities.

Assists with the development of funding opportunities, new collaborations and partnerships to expand services and program options/sites; and assists with grant writing and updating of grant proposals and additional requirements as requested by funders.

Conducts regular staff meetings to maintain effective communication and provide direction and guidance to staff.

Attends and conducts a variety of meetings, workshops, and trainings as assigned.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Planning, organization, and direction of the 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;
Data needed to support program needs and the proper use of related information to make short and long term plans;
Budget preparation and control;
Oral and written communication skills;
Principles and practices of administration, supervision, and training;
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 services;
Administer and monitor fiscal and regulatory compliance;
Develop and access funding sources;
Direct the implementation of instructional programs;
Determine eligibility for program participation;
Direct 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 five (5) years experience in a highly responsible administrative or management position in early care and education, which included program planning and organizing, budget development and administration, and training and supervision of staff.

PREFERRED QUALIFICATIONS

Bilingual Preferred – Spanish
 Master’s degree in child development or related field

LICENSES AND OTHER REQUIREMENTS

Valid California Child Development Program 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, Ed.D. 9/12/19
 Assistant Superintendent-Personnel Services Date

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