

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SUPERVISOR - HOME BASED PROGRAM - EARLY HEAD START/ RESTRICTED

BASIC FUNCTION

Under the direct supervision of the Program Operations Manager - Restricted, the Supervisor - Home Based Program – Early Head Start/Restricted provides oversight and direction, and supervision to Home Visiting Specialists in Early Head Start programs. The Supervisor – Home Based Program – Early Head Start/Restricted ensures that Home Visiting Specialists are supported in their work, which includes responsibilities related to home visitation and socialization groups and have the skills, knowledge and competencies to provide quality services to families. The Supervisor - Home Based Program – Early Head Start/Restricted must comply and respond to procedures, including those governed by federal, state and local mandates and resolve and respond to the needs of the Home Based program. The Supervisor – Home Based Program – Early Head Start/Restricted performs supervisory responsibilities such as selecting, hiring, training and evaluating the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs in-home and group socialization staff in accordance with Head Start/Early Head Start and Home Based performance standards.

Monitors, manages and coordinates the ordering of all supplies, materials and equipment; generates, tracks and reconciles all purchase orders and requests, including those related to consumable supplies, socialization nutrition activities and parent meeting costs.

Develops and oversees quality and developmentally appropriate educational experiences for children enrolled in home based Early Head Start option; develops parent involvement activities for socialization groups and home based option.

Trains and evaluates the performance of assigned staff; interviews and selects employees; makes recommendations for transfers, reassignments, terminations and disciplinary actions; monitors staff absences and assigns substitutes as needed; approves/denies and monitors staff absences.

Ensures developmental screening and assessments are completed on each child within required timelines.

Ensures compliance with program transitions of children and participates in planning the enrollment of eligible children from infant special education programs and other ECE programs into Head Start, and other community child care resources.

Ensures education components, such as nutrition, health, social services, parent education and mental health are integrated into a comprehensive program.

Promotes an atmosphere of trust and competence.

Collaborates with content area experts as needed, such as Family Advocate Supervisor, Health Supervisor, Disabilities Specialist and Mental Health Consultant.

Prepares and maintains accurate records, such as those related to personnel, calendars and forms.

Communicates regularly with other SCCOE staff and acts as an advocate for HS/EHS; communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Coordinates with management and other service area experts to meet HS/EHS mandates and other state and local mandates.

Completes and submits accurate and timely reports.

Maintains confidentiality.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable state, Education Code and other pertinent rules, regulations and laws, including state and Federal Head Start and Early Head Start regulations.

Management and instructional practices of Home Based and transition services.

Policies and objectives of assigned program and activities.

Principles of early child development and infant and toddler education.

Family service activities and Head Start/Early Head Start performance standards related to Home Based Services.

Practices and procedures involved in the development of Home Based Services and implementation of those practices and procedures.

Methods for observing, monitoring and implementing Home Based Service model for HS and EHS.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Staff development, including professional development plans, evaluation, corrective action and monitoring.

Health and safety regulations.

Basic record-keeping techniques.

Principles and practices of training and providing work direction to others.

ABILITY TO:

Organize and provide oversight and direction to home-based staff in Head Start/Early Head Start.

Effectively train, supervise and evaluate the performance of and monitor home-based staff.

Adhere to policies, objectives and applicable state laws, Education Code and other pertinent rules, regulations and laws related to assigned program and activities.

Evaluate and modify systems, procedures and programs within area of responsibility.

Interpret, apply and explain rules, regulations, policies and procedures.

Develop teams and facilitate and maintain collaboration with area specialists, such as health, disabilities, mental health, and ERSEA family services support and content area experts as needed.

Organize and direct program purchases and associated financial record-keeping, reporting and related auditing functions to ensure accurate and timely accounting and reporting of program funds and budgets as assigned.

Travel within and outside of the state.

Effectively communicate orally and in writing.

Prepare clear and concise oral and written reports.
Exercise interpersonal skills using tact, patience and courtesy.
Exercise sound judgment, discretion and initiative.
Establish and maintain effective relationships with those contacted in the course of work.
Operate a computer and work with assigned software programs; operate other office equipment as needed.
Observe health and safety regulations.
Maintain routine records.
Attend and facilitate a variety of meetings.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in Early Childhood Education, Child Development, Human Services, Social Services or related field and at least two years supervising staff in center or home based early childhood or social service program.

Experience with establishing a new early childhood or social service program is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office, but may require visits to families' homes for supervision purposes.
Drive personal vehicle for purposes such as supervising home visits and attending meetings and socialization groups.
Work a flexible schedule, including evening and weekend hours.

PHYSICAL DEMANDS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.
Vision sufficient to read printed materials.
Hearing and speaking to exchange information.
Seeing to read, prepare and proofread documents and perform assigned duties.
Kneeling, pushing/pulling, squatting, twisting, turning, bending at the waist and reaching overhead, above the shoulders and horizontally as needed.
Dexterity of hands and fingers to operate equipment.
Sitting or standing for extended periods of time.
Lift up to twenty-five (25) pounds.
Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Approved by the Personnel Commission: April 8, 2015



Adriana E. Casas, Interim Director
Classified Personnel Services

April 8, 2015

Date