

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **MANAGER, MIGRANT/SEASONAL HEAD START**

#### **DEFINITION**

The job of Manager, Migrant/Seasonal Head Start is done for the purpose/s of providing support to the educational process with specific responsibilities for coordinating the Migrant/Seasonal early childhood care and education program and related activities; providing information to others; overseeing assigned personnel; and implementing and maintaining services within established guidelines and standards.

This job reports to assigned administrator.

#### **SUPERVISION EXERCISED**

No supervision exercised.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Analyzes a variety of program related information (e.g. home visits, TB tests, enrollments, program results, community needs/demographics, service contracts/proposals, etc.) for the purpose of providing direction and support, making recommendations, and/or ensuring overall operations are within budget/grant parameters.

Collaborates with a variety of groups and/or individuals (e.g. community organizations/agencies, school districts, community colleges, private organizations, and other County Office departments, etc.) for the purpose of developing, implementing, evaluating and maintaining services and/or programs.

Develops child development policies, procedures, programs and activities (e.g. credentials process, training methods/requirements, etc.) for the purpose of meeting district and state goals within established budget guidelines.

Facilitates meetings, workshops, seminars, etc. (e.g. parent education meetings, provider/teacher trainings, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a County representative.

Manages program components (e.g. early child development programs for Migrant Head Start and related task forces within the county, etc.) for the purpose of ensuring compliance with established guidelines.

Monitors assigned budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are met.

Participates in meetings, workshops, trainings, and seminars (e.g. Board, cabinet, management meetings; school, community group, lawmaker meetings; child development, Children's network, Child Advisory Council meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Performs personnel functions (e.g. select, train, motivate, and evaluate personnel; provide or coordinate training; coordinate with assignments and review work, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a wide variety of program materials (e.g. reports, recruitment flyers, press releases, brochures, training manuals, etc.) for the purpose of documenting activities and plans, increasing awareness, and/or conveying information.

Presents information to a variety of internal and external groups (e.g. Grantee (Stanislaus COE) law makers, schools, community groups, Parent Advisory Council, state conferences, etc.) for the purpose of communicating information on the Migrant/Seasonal Head Start Program and/or gaining feedback.

Responds to inquiries from a variety of internal and external sources (e.g. community agencies, media, elected officials, parents, schools, other managers/administrators, etc.) for the purpose of providing information and/or direction.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Perform basic math, including calculations using fractions, percents, and/or ratios.

Read technical information, compose a variety of documents, and/or facilitate group discussions.

Solve practical problems.

Operational characteristics.

Services and activities of child care program development, administration, and evaluation.

Migrant education principles and practices.

Program administration practices, techniques, and principles.

**Skill and Ability to:**

Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Operating standard office equipment including pertinent software programs, planning and managing projects.

**Skill and Ability to (continued):**

Preparing and maintaining accurate records.

Supervising personnel.

Communicating effectively in both Spanish and English.

Schedule a significant number of activities, meetings, and/or events.

Gather, collate, and/or classify data.

Use basic, job-related equipment.

Flexibility is required to work with others in a wide variety of circumstances.

Work with data utilizing defined but different processes.

Operate equipment using defined methods.

Ability is also required to work with a significant diversity of individuals and/or groups.

Work with a variety of data.

Utilize specific, job-related equipment.

Problem solving is required to analyze issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines.

Problem solving with equipment is limited.

Adapting to changing work priorities.

Communicating with diverse groups.

Maintaining confidentiality.

Meeting deadlines and schedules.

Setting priorities and working under time constraints.

Communicating information and concepts.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in child development or a related field, Master's degree preferred.

**Experience:**

Job related experience with increasing levels of responsibility is required.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Qualifications Requirements:**

Working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:*

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Approval Date:** June 19, 2012 (Formerly Titled: Manager, Child Development Programs)

**Revised Date:** June 2014