

SANTA CRUZ COUNTY OFFICE OF EDUCATION
MANAGER, MIGRANT/SEASONAL HEAD START

DEFINITION

Under general direction of the Associate Superintendent, plan, organize and manage Migrant/Seasonal early childhood care and education programs for the County Office of Education; coordinate activities and communications with other departments, school districts, community agencies, County Offices of Education, private organizations, media and elected officials.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage and coordinate early care and educational projects for Migrant/Seasonal agricultural families with various community organizations, school districts, community colleges, private organizations and other County Office departments.

Implement services in accordance with terms and conditions of sponsors, contracting agencies, the Grantee and the County Office.

Develop child development policies, procedures, programs and activities.

Develop, manage and monitor child development budgets, contracts, grants and annual reports.

Maintain a liaison with related community agencies, media and elected officials.

Supervise and evaluate the performance of assigned personnel, interview and select employees; coordinate work assignments and review work to ensure compliance with established standards, requirements, procedures and timelines.

Manage and oversee early child development programs for Migrant Head Start and related task forces within the county.

Research, write and submit grants accurately and timely.

Maintain and monitor children and family files in accordance with grant regulations.

Collaborate with other managers of the Educational Services Division to increase division effectiveness.

Develop, train and facilitate Parent Policy Committee to carry out required shared governance responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Plan, coordinate, convene and facilitate various meetings related to early child development programs for migrant/seasonal children.

Represent the County Office at child development meetings and on County Children's Commission.

Provide training for staff, child care providers and their assistants.

Manage efforts to increase awareness of program objectives.

Coordinate training, develop brochures and disseminate publicity through all forms of the media; develop press releases for County Office programs, projects and events.

Attend and report at Board of Education, cabinet and management meetings as required.

Make presentations to law makers, schools and community groups.

Conduct needs assessment of community served; analyze, prepare and report data; develop related programs.

Develop and manage special projects as assigned by the Superintendent.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative practices, techniques and principles.

Operational characteristics, services and activities of child care program development, administration and evaluation.

Recent practices, techniques and principles of child care program development.

Grants and funding concepts and sources.

Pertinent federal, state and local laws, codes and regulations.

Principles of budgeting and contract administration.

Knowledge of (continued):

Modern office practices, methods and computer equipment.

Principles of supervision, training and performance evaluation.

Principles and procedures of record keeping.

Principles and practices of data collection, analysis and report preparation.

Skill and Ability to:

Prepare comprehensive narrative reports.

Assess and analyze the child care needs of the county.

Conduct research and write grants.

Research, compile and collect data and information and prepare clear and concise reports.

Develop, implement and administer child care programs.

Prepare and maintain accurate and complete records.

Implement programs, projects and events.

Provide leadership and direction to department staff in a manner that encourages high morale, team cooperation, creative problem solving, positive motivation and efficiency; plan and organize work to meet priorities and timelines.

Supervise and evaluate the performance of assigned personnel.

Analyze problems and situations accurately, identify solutions, project consequences of proposed actions and implement an effective course of action.

Work independently with little direction.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Operate modern office equipment.

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:

Six years increasingly responsible experience working with early childhood education programs including supervisory and grant writing experience.

License or Certificate:

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

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:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Ability to communicate effectively in Spanish and English.

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

Reclassification Approval Date: June 2014