

**MONTEREY COUNTY OFFICE OF EDUCATION
HEAD START PROGRAM**

SUPERVISOR III, SUPPORT AND PERSONNEL SERVICES

CLASSIFICATION: Classified Management
SALARY LEVEL: CI – IV
WORK YEAR: 12 Months

DEFINITION

Under general direction, manages the central office, supervising the clerical staff and directing the flow of work. Plans, organizes and directs the Head Start volunteer program. Provides support for administrative activities. Monitors compliance with federal program standards with respect to Head Start. And other related duties as assigned.

SUPERVISOR

Director

POSITIONS SUPERVISED

Secretary II

QUALIFICATION REQUIREMENTS

To perform a job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

- Trains, evaluates, hears grievances and disciplines staff in accordance with County Office of Education, Head Start Personnel Policies and Procedures. Organizes distributes and delegates assignments to the clerical staff so as to ensure a smooth flow of work and efficient office procedures.
- Uses word processing and other computer skills to prepare various documents, reports, and correspondence.
- Is responsible for writing the volunteer services plan in conjunction with staff and parents.
- Contacts all appropriate agencies and resources.
- Works with staff to recruit both parents and community volunteers and Foster Grandparents; and provides said volunteers with an orientation to the program.
- Confirms volunteer health requirements and fingerprints.
- Coordinates with the Site Supervisors components for placement.
- Is responsible for planning, providing, and arranging for volunteer training.
- Monitors the volunteer program to assure compliance with volunteer guidelines.
- Plans and directs an annual volunteer recognition event.
- Maintains accurate and complete records of volunteers' participation and activities.
- Provides initial orientation to all new Head Start employees, including the Head Start Philosophy, Personnel Policies, Safety Standards, Child Abuse/Mandated Reporter requirements, and such other information as necessary.
- Maintains the Head Start personnel records, assuring compliance with HHS/Head Start requirements, Title 22, and all other applicable laws and regulations.
- Assists the Program Director and component coordinators to provide staff training by contacting and contracting with presenters, reserving rooms, creating announcements, flyers, overseeing set-up, refreshments, and other tasks.

- Convenes the career development committee and assists the committee to carry out its function.
- Including surveys of staff training needs and recommended training plan.
- Maintains contact with the field staff, assuring that the staff remains informed of Head Start events by compiling, writing and distributing the staff newsletter by memo and other means.
- Attends meetings with staff, parents, community groups, and others as appropriate.
- Meets regularly with the Program Director and component coordinators.
- Complies with the County Office of Education Board Policies and Administrative regulations and with HHS/Head Start regulations and policies and procedures.
- Completes and files all documents relative to the licensure of a child development center in accordance with Title 22 and Community Care Licensing requirements.
- Monitors the staff educational requirements.
- Finds substitutes for all sites.
- Processes and records all leave slips.

OTHER DUTIES

- Participates in screening and the interview of prospective clerical staff and recommends for hire.
- Coordinates the Foster Grandparent Program
- Performs other job related tasks as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write, use telephone, and operate machinery, including vehicles; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in a understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; Physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead and climb; Physical mobility sufficient to move about the work environment (office, District, from school site to site), drive an automobile and pickup truck; Physical strength sufficient to lift sixty (60) pounds; Physical stamina sufficient to sit, stand and walk for prolonged periods of time; Physical tolerance to be exposed to dust, pollen, chemicals, cleansers, foul smells; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Combined education and experience equivalent to high school graduation and five (5) years progressively responsible office experience.
- Ability to plan, directs, and evaluates the work of others.
- Ability to plan, coordinates, manage, and organize activities.
- Ability use microcomputer
- Ability to communicate effectively in the English language, both orally and in writing.
- Ability to interact with and maintain cooperative relationships with all levels of staff and the public.
- Ability to produce accurate written material.
- Ability to think creatively to solve problems.
- Posses an appropriate California operator's license and the availability of an automobile with the state minimum insurance coverage.
- Ability to travel from site to site within the county.

DESIRABLE QUALIFICATIONS

- Experience in supervision and establishing work production standards.
- Experience in speaking to groups.
- Experience in producing newsletters, flyers and brochures.