

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL LIAISON I

Classification: Classified

Salary Level: 41

DEFINITION:

Under the general supervision of the Program Director or Coordinator/Administrator assists in the implementation and coordination of K-12, college, and career readiness for students.

SUPERVISOR:

Program Director or Coordinator/Administrator

POSITIONS SUPERVISED:

None

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 made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Collaborates with regional and district staff in the planning, implementation and evaluation of student guidance programs
- Acts as liaison with colleges/universities, community agencies, students, parents and school districts
- Organizes and facilitates visits and contacts with universities/colleges
- Assists in the overall coordination of projects related to college and career readiness
- Assists with providing college, career, and vocational information to students
- Designs and implements professional development for regional programs and events for district and regional staff
- Assists students in utilizing all school and community resources
- Performs a wide variety of office, clerical and administrative activities
- Gathers and documents data related to student needs, services and attendance
- Acts as liaison between teachers, counselors and parents
- Organizes and generate reports
- Advises and refers students with personal or financial problems to proper service agencies or school staff
- Counsels and guides students informally in college and career options
- Confers with employers and school personnel as to academic and social needs of students
- Assists counselors with students' schedules and classes
- Participates as a member of Case Management and site teams (when applicable) to articulate goals and student academic progress
- Drives a County vehicle to various locations to conduct activities, transport students, or make home visits
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines (including computer and classroom AV equipment); vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the

telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb or run on occasion; physical mobility sufficient to move about the work environment (office, district, school site-to-site) and drive an automobile and mini-van; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience

- Associate of Arts degree AND
- Three (3) years of experience working in a high school or a post-secondary institution OR
- Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university AND
- Experience working with targeted population

Knowledge of:

- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Modern office procedures and practices, including filing systems, reception, telephone techniques, and letter and report writing techniques
- Proper English/Spanish usage and grammar
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Current research, literature and programs that impact targeted students
- Community resources/extended day programs and special projects

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Learn and use technology and computer software applications as appropriate to the work environment
- Understand and follow oral and written instructions
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timelines
- Learn, plan and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Maintain accurate records
- Communicate in English and Spanish, clearly and concisely, both orally in writing
- Work a flexible schedule, including weekends and evenings as necessary
- Understand and relate to issues involved in the migrant life style
- Function effectively in a multi-cultural setting
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Establish and maintain cooperative relationships with those contacted within the course of work
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- Make home visits
- Travel from site to site within the county
- Operate a vehicle safely and efficiently

Licenses and Certifications:

- Possession of an appropriate California Driver's License and evidence of insurability

(Revised 12-1-15)