

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL LIAISON II

CLASSIFICATION: Classified
SALARY LEVEL: 42

DEFINITION:

Under the limited supervision of the Director II of Alternative Education, the Educational Liaison II, will work with team members and collaborative agents to assure proper placement, appropriate establishment of goals and appropriate transition of all Alternative Education students.

SUPERVISOR:

Director II of Alternative Education

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:

- Represents the Local Educational Agency (LEA) in the Pupil Retention block grant working with the grant director and the collaborative agents to assure that all the goals and timetables associated with the grant are met and that all the students are transitioned appropriately
- Facilitates and maintains the admission, placement and transition of all alternative education students within our programs as well as returning to district
- Works with the Alternative Education teachers evaluating student transcripts and developing and reviewing ILPs for each student
- Works closely with the district attorney on the establishment and review of student learning and growth plans for all 654 and 601 students as well as truancy mediation
- Works closely with the counselor and student transition support manager at Juvenile Hall, the Probation Department, Mental Health, and local high school districts to assure that all students are adequately transitioned and tracked upon leaving our programs
- Works with the Special Education and Alternative Education staffs to assure that Special Education students are receiving appropriate services
- Resource to the Alternative Education staff for community and job related educational opportunities for their students.
- Facilitates intra-MCOE student transfers
- Represents the Alt Ed Department on all interagency assessment and placement teams
- Facilitates CELDT testing
- Liaison for our curricular needs and compliance issues pertaining to our ELL students
- Maintains the tracking of all students who are in our programs or who have left the program for the purpose of mandated state/federal reporting by utilizing our SIS
- Gathers and documents data related to student needs and services; organize and generate reports
- Facilitates vocational/career site assessments and is a liaison/resource to students and teachers for academic, informative or experiential opportunities concerning vocations
- Performs a wide variety of responsible office, clerical and administrative activities
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs other 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 and classroom 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 of students; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive a vehicle, and respond to emergency situations; physical strength sufficient to lift a student weighing 25 pounds; physical, mental and emotional tolerance to be exposed to noise generated by students in an enclosed environment; physical tolerance to be exposed to dust pollen specific agents/ chemicals, cleansers, and 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

Education and Experience:

- Bachelor of Arts degree from an accredited college or university
- Any combination of experience equal to three (3) years working with school district personnel and community based organizations that serve youth

Knowledge of:

- Program design, planning, development, implementation and evaluation
- Relevant research, emerging developments and mandates in the field, including guidelines for both state and national program initiatives in assigned area(s)
- Essential elements entailed in coordinating and presenting effective Alternative Education and community service professional development programs
- Techniques for working effectively with groups in workshops, meetings, committees, councils and advisory boards
- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables
- 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
- Function effectively in a multi-cultural setting
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Demonstrate strong organizational and planning skills and work independently without close supervision
- 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
- Travel from site to site within the county
- Operate a vehicle safely and efficiently
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Provide technical assistance and expertise regarding development and implementation of effective services within assigned areas
- Organize time to accommodate program activities and district requests

- Conduct/present effective professional development programs
- Assist with design and implement instructional programs which meet the needs of a culturally and linguistically diverse student population

Licenses and Certifications:

- Possession of an appropriate, valid California driver's license and evidence of insurability

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