



Job Description

POSITION TITLE:	Project Liaison I, After School Programs Comprehensive Health Department Educational Services	#6111
SALARY PLACEMENT:	Management Salary Schedule Range 1	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a high school diploma or equivalent and/or experience that demonstrates an expertise in working with educational organizations and/or community organizations

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

One year of work experience interacting with children or working in an educational or recreational setting. Two years attendance at an accredited college or university. Two years previous work experience interacting with school aged children. Associate of Arts and/or a Bachelor’s Degree that demonstrates experience in working with educational or community organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, evaluate, and train staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Previous work experience with health related and/or outdoor education/gardening issues. Previous work experience with developing and organizing projects, seeking community resources, providing technical assistance and supporting evaluation efforts through data collection.

DISTINGUISHING CHARACTERISTICS:

The Project Liaison series represents entry level management positions and has two levels.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction and the Director of Comprehensive Health Programs, the Project Liaison I will assist in providing nutrition education, gardening, farm-to-fork and physical fitness activities at various school/afterschool sites throughout the county. Work with community partners, volunteers and school site staff to foster teamwork and work cooperatively to implement the program.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Conduct data collection and participate in evaluation efforts.
14. Work outdoors at school sites.
15. Employ safety practices in the work setting.
16. Leverage funding for additional site programs and support grant writing efforts.
17. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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