



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Project Liaison I #6015
Migrant Education
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 1

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Experience that demonstrates an expertise in working with educational organizations and/or business and industry.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Previous work experience in coordination and organization of projects. Previous work experience working in a school district, or other public service agency. Previous supervisory work experience. Two year's work experience in education or public service agencies.

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:

Bilingual Spanish-English, experience working with the Hispanic community. Knowledge of local organizations which support services to the migrant community.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Migrant Director, the Project Liaison I is responsible for the coordination of the academic program at the migrant labor camps. Such programs include, but are not limited to, tutorials, homework club, computer lab, ESL support, workshops, fieldtrips, and academies. In addition, he/she assists the ESL and Migrant teacher at the camp and supervises the volunteers and student assistants at the Camp Study Center. Assist the Director with developing, maintaining, and coordinating Saturday academics and summer/Intercession programs. Coordinates the Migrant Education School Readiness Program (MESRP) component services for the region including supervising, and evaluating staff. Coordinate and conduct district Parent Advisory Committee meetings and assist with parent participation in conferences and education trainings and events.

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, inservices, 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. Meet and coordinate with parent representatives to set the district Parent Advisory Committee meetings, including pre-meetings to establish meeting agendas, and present information to migrant parents regarding services.
14. Coordinate the MESRP component services for the region, collect MESRP assessment and services data for the component for submission to the state, coordinate and/or provide training for MESRP staff as needed.
15. Coordinate after school migrant services at the housing camps in French Camp and Lodi, including scheduling sessions, meetings with teachers, and collecting assessment data for reporting services for the region.
16. 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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