



## Job Description

---

<b>POSITION TITLE:</b>	<b>Project Liaison I Venture Academy County Operated Schools and Programs</b>	<b>#6114</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 1</b>	

---

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Bachelor's Degree and/or experience that demonstrates an expertise in working with educational organizations and/or business and industry.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years' experience in the field of education. Experience in developing student services procedures, school enrollment procedures, and records management pertaining to students. Experience in website development, maintenance and media. Knowledge of the grant process and funding sources pertaining to grants.

**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:**

Knowledge of marketing and advertising fields to promote Venture Academy Family of Schools (VAFS) through electronic and print media. Understanding of grant compliance and completion of end of the year grant reports to California Department of Education and private sector funding sources. Ability to learn the finance system and the Venture Academy Family of Schools database and software.

**DISTINGUISHING CHARACTERISTICS:**

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

**SUMMARY OF POSITION:**

Under the direction of the Division Director, Venture Academy Family of Schools, the Project Liaison will be responsible for all aspects of student services. This includes establishment and maintenance of records, policies and procedures, enrollment procedures, and cross-training of office staff. Responsible for completing the Consolidated Application for Venture Academy. Responsible for grant compliance in the area of spending the funds correctly and providing any grant promotional information to the grantor. Promote and advertise Venture Academy Family of Schools (VAFS) through marketing brochures, print, and electronic media. Oversee fundraising accounting and procedures. Maintain the VAFS database and software or possess the ability to learn the VAFS database and software. Process budgetary needs pertaining to Venture Academy Family of Schools.

**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. Understand and apply SJCOE policies relating to business practices and fund raising.
14. Understanding the Escape accounting system, reviewing purchase orders for accuracy and approving purchase orders.
15. 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.

11/2/2016 sc