



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Project Liaison, Expanded Learning Programs

**Class Code: 1475
Work Days: 210**

GENERAL PURPOSE

Assist in the implementation of the OCDE After School Education and Safety Programs (ASES), After School Safety and Enrichment for Teens (ASSET), and 21st Century Community Learning Center Programs (CCLC) by providing technical assistance, training, coaching, and support to expanded learning programs in Orange County; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher level management staff.
2. May exercise direct supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Support the implementation of ASES and 21st CCLC programs in Orange County.
 3. Provide technical assistance to support expanded learning programs through site visitations, coaching, consulting, mentoring, and brokering resources.
 4. Assist in designing and supporting a comprehensive training plan for Orange County Expanded Learning Programs.
 5. Conduct in-service training opportunities for ASES, ASSET, and 21st CCL program staff, managers, providers, and other stakeholders to support high quality expanded learning programs.
 6. Assist with assessing program needs and quality standards.
 7. Organize, schedule, and represent the Community and Student Support Services Division and its Expanded Learning Unit at meetings, make presentations in small and large group settings.
 8. Conduct outreach to stakeholders to establish and maintain collaborative partnerships.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

9. Assist in the development and preparation of program/training materials.
10. Maintain records pertaining to program services and budgets, compile reports and statistical information needed for evaluation of program effectiveness, reporting purposes, and planning of duties.
11. Demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**Knowledge of:**

1. ASES, ASSET, and 21st CCLC Program procedures, protocols, and guidelines; fiscal policies, and regulations.
2. Research and evaluation techniques.
3. Current expanded learning philosophy and practices.
4. Effective instructional strategies.
5. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Manage multiple competing priorities efficiently and effectively.
2. Successfully plan, organize, and direct an assigned project from start to finish.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in child development, human services, psychology, social work, or related field; and three (3) years of responsible experience organizing programs and activities and at least one year of experience in Expanded Learning programs.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is moderately paced with moderate pressure.

12/15, 7/17