



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

Project Liaison, Prevention Partnerships

**Class Code: 1466
Work Days: 225**

GENERAL PURPOSE

Assist in the implementation of Peer Assistance Leadership (PAL®) and Conflict Resolution programs for school districts and community organizations by providing technical assistance and training to school and community program staff; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, 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 youth development programs under the direction of higher level management staff.
 3. Assist in the development and preparation of program/training materials.
 4. Conduct trainings and workshops for school site staff, community members, and youth.
 5. Assist in the planning, organization, scheduling, and facilitation of meetings and conferences.
 6. Evaluate and disseminate information concerning PAL® and Conflict Resolution. Provide technical assistance and support to PAL® and Conflict Resolution programs.
 7. Encourage and promote increased participation in youth development programs; perform outreach to schools and community partners; make presentations to schools, student groups, PTAs, etc.; and participate in conferences.
 8. Utilize existing curriculum to develop presentation and program materials.
 9. Assist with the maintenance and expansion of social media presence and program websites.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

10. Attend conferences, trainings, and meetings to remain abreast of current peer helping, youth leadership, youth development, and prevention strategies.
11. 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.
12. Demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Effective strategies for working with students in youth development programs, including resiliency, asset building, alcohol, tobacco, other drug, violence prevention, and conflict resolution.
2. Group facilitation methods for various audiences, including students, educators, and community members.
3. Community based organizations, education agencies, other local agencies, and private organizations and businesses that may be partners of the program.
4. Action planning and event planning strategies, including the development of goals, objectives, and brainstorming activities.
5. Recent developments, current literature, and information sources related to community involvement and organization.
6. Principles and practices of promoting and marketing youth development programs.
7. Social media platforms and outreach strategies.
8. 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.

Ability and Skill to (cont.):

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 elementary or secondary education, academic enrichment or recreation, health education, child and adolescent studies, and/or counseling; and three (3) years of responsible experience with peer-helping programs, youth development programs, recreation or school-based programs, or elementary or secondary education.

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.