



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>EDUCATIONAL SERVICES PROGRAMS LIAISON</u>			
DEPARTMENT/SITE:	Educational Services	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	33 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assigned Administrator	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the general direction of the assigned administrator, organize and perform a variety of technical-professional duties in support of State and Federal programs and requirements; homeless students and other assigned program(s); act as liaison with schools, parents, outside agencies, and central office to facilitate services and ensure the educational needs of identified students are being met; establish and maintain a variety of databases; conduct analyses of student data and prepare complex reports; provide work direction to support personnel as required. The incumbents in this classification assist in providing students with educational services programs which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Organize and perform a variety of technical-professional duties in support of State and Federal programs and requirements, homeless students, foster youth, and other assigned program(s) as outlined by district, State, and federal guidelines.

Greet and assist families and guide them to necessary resources and next steps to meet their needs and resolve their concerns.

Act as liaison and provide mandated support to parents and students who are eligible to receive State and/or Federal services; coordinate mandated transportation for students.

Provide technical information and interpretation related to assigned program(s) and activities; interact with public agencies to implement mandated services.

Curate and disseminate resources to families to comply with State and Federal program requirements; review student affidavits to determine program eligibility; monitor, review, and process necessary documents related to programs to ensure that students are receiving required services; research and resolve questions or concerns related to assigned program(s).

Establish and maintain databases related to student record keeping for assigned programs.

Provide technical assistance in the data gathering, statistical analyses, and displays of data; prepare schedules and directions for data gathering; organize data, design, and produce displays for reports and presentations utilizing a variety of computer software packages.

Research, examine, and prepare reports involving demographic data; contact others to provide and secure

necessary information.

Compose correspondence on a wide range of subjects requiring knowledge of District, State, and Federal policies and procedures.

Participate in meetings and serve on committees as directed.

Provide training and timely guidance and support personnel as required via email, phone, in-person, or video conference as appropriate; track attendance at training presentations; prepare and present applicable resources available for students at school sites.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings and meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of mandates and state and federal laws and regulations of assigned programs.

Policies and objectives of assigned program(s) and activities.

General terms, procedures, and practices used in research, statistical analyses, and presentations.

Interpersonal skills using tact, patience, and courtesy.

Modern office methods and practices, including computer and assigned software, filing systems, telephone etiquette, and letter and report writing.

Correct English usage, spelling, grammar, and punctuation.

Oral and written communication skills.

ABILITY TO:

Act as a liaison with schools, parents, outside agencies, and central office to facilitate educational services for identified students.

Establish and maintain cooperative working relationships.

Work independently with little direction.

Understand and work within the scope of authority.

Speak and write clearly and concisely.

Plan and organize work and reschedule work due to shifting priorities.

Keyboard or input data at an acceptable rate of speed.

Utilize a microcomputer and related software to input and extract data, including student information applications, to maintain and update various databases and records, and generate computerized reports.

Maintain complex records and files.

Communicate effectively orally and in writing.

Collect, validate, and analyze data, drawing logical conclusions and making recommendations.

Conduct research studies involving statistical analysis, including the ability to integrate that information into a database management system.

Organize diverse data and prepare clear, concise, and accurate statistical reports utilizing spreadsheet software and other software specific to the student testing/evaluation process.

Meet schedules and timelines.

Participate effectively in meetings.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level coursework in social services, sociology, education, or closely related field and two years of experience in social services or education. Experience implementing and evaluating programs, including programs to collect demographic data and types of services provided

in order to identify gaps in services is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to maintain eligibility for automobile insurance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a personal vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Bending at waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulder, and horizontally.

Occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: G.B. 12/11/12; P.C.12/2012

07/23 Reallocated from Range 29, PC: 06/23 GB: 06/23

Revised (EH&A / MGT Consulting), PC: 02/24 GB: 03/24