



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

Project Liaison, CTE School Programs

Class Code: 1557

Work Days: 210

GENERAL PURPOSE

Facilitate and coordinate Career Technical Education (CTE) programs for the Orange County Department of Education (OCDE) school programs; assist in the development of CTE programs; evaluate effectiveness of programs for students; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May provide direct supervision over technical and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being 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; and implement policies and procedures.
 2. Assist in the development and implementation of assigned CTE programs and activities including monitoring and coordinating with staff, community agencies, business partners, and other parties involved with the programs.
 3. Coordinate all elements involved in the planning of CTE programs and activities; develop schedules, timelines, contracts, and evaluation strategies; and select and confirm sites and times.
 4. Collect and analyze data and prepare and present reports.
 5. Attend and participate in professional group meetings and stay abreast of new trends and innovations in the fields of CTE and alternative education and/or special education.
 6. Provide materials and guidance to enhance the education progress of alternative or special education students; consult with teachers, administrators, and parents regarding CTE programs for alternative or special education students; and work with students as needed.
 7. Under the guidance of higher-level management staff, develops, prepares, and/or delivers curriculum in support of program implementation.
 8. Participate in the development of Individualized Education Programs (IEP), including annual goals and short-term CTE objectives for students with disabilities.
 9. Respond to emergency situations involving students and student behavior on a routine basis.
 10. Demonstrate attendance sufficient to complete the duties of the position as required.
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11. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Career Technical Education (CTE) policies, procedures, and best practices.
2. Basic operations, services, and activities of alternative or special education programs.
3. Current trends in Career Technical Education.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Pertinent federal, state, and local laws, codes, and safety regulations.
6. California Education Code, Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Implement goals, objectives, and practices to provide effective and efficient CTE programs.
4. Elicit community and organizational support for CTE programs.
5. Respond to questions, inquiries, and concerns.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English; and 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 a bachelor's degree in education or a related field and three years (3) of educational experience, including at least two (2) years of experience working with alternative education, special education, or related programs; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

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 fast-paced with high pressure.