



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

Project Liaison, Health, Safety, and Prevention

Class Code: 1466

Work Days: 210

GENERAL PURPOSE

Assist in the implementation of health, safety, and prevention programs for school districts and community organizations by providing technical assistance and training to school and community program staff; and provide assistance 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 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; 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 health, safety, and prevention programs. Provide technical assistance and support to health, safety, and prevention 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.
 10. Attend conferences, trainings, and meetings to remain abreast of current health education, youth development, family and community engagement, and prevention strategies.
 11. Maintain records pertaining to program services and budgets, compile reports and statistical information needed to evaluate program effectiveness, reporting purposes, and planning of duties.
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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, educators, and community members in health, safety, and prevention programs, including health education, school wellness, positive youth development, family and community engagement, and alcohol, tobacco, other drug, and violence prevention.
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 health, safety, and prevention 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. Solve complex problems under pressure and make effective decisions.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. 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 a bachelor's degree in elementary or secondary education, health education, child and adolescent studies, and/or counseling

and three (3) years of experience with peer-helping programs, youth development programs, or school-based programs, or elementary or secondary education; or an equivalent combination of training and experience.

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 essential functions.

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