



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

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**Project Liaison, Project GLAD®**

**Class Code: 1563  
Work Days: 210**

**GENERAL PURPOSE**

Assist in the implementation of Project GLAD® and its various strands, inclusive but not limited to Preschool GLAD®, Project GLAD® in Elementary, Project GLAD® in Secondary, and Project GLAD® in Multilingual settings; provide technical assistance to local, national, and international teachers, administrators, coaches, public agency staff, and certified Preschool GLAD® and Project GLAD® trainers; 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. Assist with the facilitation and implementation of Project GLAD® for public and private schools, locally, nationally, and internationally.
  3. Assist with the development, implementation, and maintenance of a program to monitor licenses and corresponding annual fees for Project GLAD® implementing schools, trainers, and Regional Training Centers.
  4. Maintain records and reports and provide technical assistance to trainers and implementers of the model.
  5. Assist with compliance monitoring of legal federal trademarks and copyrights and license agreements and fees.
  6. Assist with the preparation of program materials, including general correspondence, fliers, event schedules, programs, brochures, news releases, scripts, and marketing materials.
  7. Coordinate the maintenance and expansion of social media presence and Project GLAD®'s website.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Assist with organizing, scheduling, and implementing a variety of training programs, workshops, focus groups, and meetings related to Project GLAD®.
9. Encourage and promote increased participation in Project GLAD® services; perform outreach to educational agencies and community partners; make presentations to schools, student groups, etc.; and participate in conferences.
10. Coordinate the recruitment of short-term employees and field trainers to support the delivery of training and the development of resources to increase Project GLAD®.
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. Current developments and research in the areas of language acquisition, language development and curriculum design.
2. Current developments and innovative practices in operations, optimization, database development, and membership/subscription/licensing structures.
3. Facilitation methods for various audiences, including students, educators, trainers/coaches and community members.
4. Community based organizations, education agencies, other local agencies, and private organizations and businesses that may be partners of the program.
5. Action planning and event planning strategies, including the development of goals, objectives, and brainstorming activities.
6. Principles and practices of promoting and marketing programs.
7. Current and emerging 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.

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**Ability and Skill to:**

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 through a Bachelor's degree from an accredited college or university with major course work in elementary or secondary education, child and adolescent studies, or a related field; and three (3) years of responsible experience with implementing Project GLAD® across organizational structures, with a specific focus on systems design, creating sustainable structures and operations.

**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.*

Employees typically work in an office environment that is moderately paced with moderate pressure.