



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

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**Project Liaison, CTE School Programs**

**Class Code: 1557  
Work Days: 210**

**GENERAL PURPOSE**

Facilitate and coordinate Career Technical Education (CTE) programs for OCDE Alternative Education or Special Education school programs; assist in the development of Career Technical Education (CTE) programs; evaluate effectiveness of programs for students; and provide responsible support to higher level management staff assistance.

**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 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 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; select and confirm sites and times.
  4. Collect and analyze data; prepare and present reports.
  5. Attend and participate in professional group meetings; 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, may develop, prepare, and/or deliver curriculum in support of program implementation.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. May participate in the development of Individualized Education Programs (IEP), which include 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.
11. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

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

### **Ability and Skill to:**

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Implement goals, objectives, and practices for providing effective and efficient CTE programs.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Elicit community and organizational support for CTE programs.
5. Respond to questions, inquires, 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; 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 education and three years of educational experience including at least two years or experience working with alternative education or special education or related programs.

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**Licenses; Certificates; Special Requirements:**

A valid California teaching or service credential.

**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 twenty pounds and may lift up to fifty pounds. Safety guidelines must be followed for lifts over fifty pounds. Lifts over fifty pounds have been designed for two, three, or four persons. 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 fast paced with high pressure.

5/2020