



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

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**Project Liaison Academic Events & Student Programs**

**Class Code: 1528  
Work Days: 210**

**GENERAL PURPOSE**

Assist in the implementation of Academic Events and special projects for school and community organizations; provide technical assistance to school site and district representatives regarding programs; and provide responsible support to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision 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 Academic Events for public and private schools, including the Orange County Academic Decathlon, Pentathlon, and Spelling Bee programs.
  3. Assist with Williams Legislation Settlement compliance monitoring of Orange County public schools in the area of instructional materials sufficiency.
  4. Maintain records and reports for Williams Legislation Settlement compliance reviews and provide technical assistance to school principals and district administrators.
  5. Assist with the preparation of program materials including general correspondence, fliers, event schedules, programs, brochures, news releases, scripts, and marketing materials.
  6. Coordinate the maintenance and expansion of social media presence and Academic Events website.
  7. Assist with organizing, scheduling, and implementing a variety of training programs, workshops, focus groups, and meetings related to Academic Events.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Encourage and promote increased participation in Academic Events programs; perform outreach to schools and community partners; make presentations to schools, student groups, PTAs, etc.; and participate in conferences.
9. Coordinate the recruitment of volunteers to support program activities, and develop and lead trainings for community volunteers.
10. Demonstrate attendance sufficient to complete the duties of the position as required.
11. 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 Academic Events, youth development, California State Standards, and 21<sup>st</sup> century competencies.
2. 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. Principles and practices of promoting and marketing student programs.
6. Social media platforms and outreach strategies.
7. 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 or event from start to finish.
3. Solve complex problems under pressure and make effective decisions.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
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.

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**Ability and Skill to (cont.):**

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 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 youth development, recreation, or school-based programs, including event coordination.

**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.*

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