



SJCOE
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Job Description

POSITION TITLE: Project Liaison I #5011
Early Childhood Education
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 1

SUMMARY OF POSITION:

Under the direction of the Early Childhood Education and Support administration, the Project Liaison I will provide support for meetings/events including the Local Planning Council and the Children's Services Coordinating Commission and assist with related projects as appropriate. The Project Liaison I will also collaborate with and provide services to school districts, childcare and development programs, family childcare providers, and other public or private agencies involved with early childhood services.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Associate's Arts Degree in Child Development/Early Childhood Education or a related field, and/or equivalent experience that demonstrates an expertise in working with Early Childhood Education programs, organizations, and/or the business community.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Child Development Site Supervisor or Program Director Permit. One year of experience working with young children in an early childhood educational setting. Possess a Bachelor's Degree in Child Development/Early Childhood Education or a related field. Bilingual/biliterate in Spanish.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- operate a computer
- supervise, evaluate, and train staff
- be flexible based on program needs
- create and follow policies and procedures
- work with young children in an education setting

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Project Liaison series represents entry-level management positions and has two levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Research other funding sources and if applicable, apply for funding.
14. Schedule, facilitate, publicize, and prepare materials including agendas and minutes for meetings and events including but not limited to the Local Planning Council and the Children's Services Coordinating Commission.
15. Act as the liaison to public and private agencies concerning Early Childhood Education programs from within and outside of the county.
16. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.