



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Project Liaison II Vocational Skills Lab Special Education Local Plan Area SELPA	#6114
SALARY PLACEMENT:	Management Salary Schedule Range 2	

SUMMARY OF POSITION:

Under the direction of SELPA Program Specialist, the Project Liaison will be responsible for all aspects within SELPA. This includes, assisting and developing vocational training plans for students with special needs. Training and supporting vocational instructional aides in development of job site task analysis and case management of student vocational plans. Facilitating student transportation to and from job sites. The project Liaison will provide monthly progress reports to the SELPA Program Specialist

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's Degree and/or experience that demonstrates an expertise in working with educational organizations and/or business and industry.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years' experience in the field of education. Experience in developing and implementing vocational training plans for students with special needs. Knowledge of the grant process and funding sources pertaining to grants.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- grant compliance and completion of end of the year grant reports to California Department of Education and Department of Rehabilitation

Ability to:

- supervise, evaluate, and train staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- learn and implement a vocational assessment program to students with Individual Education Plans

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 time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Understand and apply SJCOE policies relating to business practices and fund raising.
14. Place and monitor students in work experiences.
15. Facilitate student transportation to and from job sites.
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.

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