Sonoma County Office of Education – Job Description

Certificated Management Revised: December 2023

COUNSELING LIAISON (School Culture & Partnerships)

Definition:

This position supports schools and districts in their efforts to support the critical area of counseling through three primary areas of focus: (1) supporting school counselors through efforts such as the development of counseling materials and facilitation of a counselor community of practice; (2) direct support for YouthTruth efforts, including enrollment, implementation, and data curation; and (3) support to improve counseling service.

Distinguishing Characteristics:

The successful candidate will demonstrate: a high level of competence in collaboration skills; expertise in content and counseling strategies; exemplary experience in the three areas of focus; ability to facilitate conversations around the practice of counseling; successful experience in designing and delivering professional learning to counselors, parents, and students; resourcefulness in accessing and integrating current information regarding area of emphasis; a sense of humor and love of learning; self-directed work style; desire to be a part of a collaborative, innovative team.

Supervision Exercised and Received:

General direction is provided by the Assistant Superintendent of School Culture and Partnerships or designee.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Plan, organize, coordinate, and conduct professional learning opportunities with and for community partners, Equitable Education Services staff, teachers, administrators, boards, and other agencies.
- Field requests from site and district partners, determine underlying needs, and provide appropriate support.
- Assist counselors in using data to inform and refine best practices.
- Participate in County Office staff meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions as appropriate.

- Establish and maintain clear communication and cooperative working relationships with clients, staff, and other agencies.
- Maintain professional competencies in areas of responsibility, maintain contact with and participate in professional job-related organizations, and serve as a liaison to community and industry partners.
- Keep informed of state and federal education initiatives and trends related to areas of focus in order to serve as a supportive and knowledgeable resource to county, school, and district staff, and others.
- Contribute to completing and refining the school culture model.
- Act as the main point of contact for districts and schools to implement the YouthTruth Survey.
- Collaborate with the department to customize school culture action plans for schools and districts.
- Facilitate communities of practice for school counselors.
- Create counselor presentations that support efforts to encourage school counselor and student connections.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Principles, methods, and strategies for successfully implementing school counseling practices in an educational setting.
- Adult learning theory and effective professional learning practices.
- Current research and development in the three areas of focus.
- Organizational culture.

Ability to:

- Synthesize large amounts of data and information.
- Respond promptly to requests of internal and external clients; provide direction, assistance, training, materials, and resources related to specialty area.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience, including the use of electronic media.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel.
- Plan, organize, and provide professional learning opportunities; including on-site coaching, demonstration lessons, and classroom visitations with feedback to teachers and administrators.
- Adjust presentation style, content, level of specificity, etc. for varying stakeholder groups.
- Take direction and adjust performance based on input from supervisor.
- Show initiative.
- Demonstrate flexibility and openness to change.
- Maintain and improve professional skills and knowledge.

- Demonstrate strong executive functioning skills with attention to detail.
- Facilitate groups of adult learners and engage adult learners in professional learning.
- Meet timelines.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Masters Degree from an accredited college or university with an emphasis in education or closely related field is desirable but not required.

Experience:

- At least (1) year experience as a credentialed professional in a school district is required.
- A background or experience in the use of restorative practices in educational settings is preferred.
- A background or experience in implementing the YouthTruth survey in an educational setting is preferred.
- A background or experience in delivering and/or receiving transformational coaching is preferred.

Credentials:

- Appropriate valid California Teaching Credential or Pupil Personnel Services Credential.
- Valid California Administrative Services Credential or willingness to pursue upon employment.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.

- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

Work environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
- Proof of TB test will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Created: Oct 25, 2023
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services