Job Description

Marin County Office of Education

School to Career Liaison

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of School to Career Liaison is done for the purpose/s of providing guidance to students transitioning into a career or college; conducting student workshops, presentations, and student assessments; coordinating employer on-campus site visits; developing work-based learning programs; researching educational and/or career opportunities; soliciting post-secondary institutions and other organizations for information and materials; and conducting outreach efforts students, staff, families, industry partners, and the community.

This Job reports to Assigned Supervisor

Essential Functions

- Assists students in participating in internships, career days/fairs, job shadows, and other career exploration and work-based learning activities for the purpose of guiding post-secondary planning related to career interests.
- Conducts outreach efforts to students, staff, families, industry partners, and the community for the purpose of promoting work-based learning opportunities and college and career readiness programs.
- Conducts student workshops, presentations, and student assessments at a variety of locations (e.g. career/vocational interests and abilities, readiness skills, etc.) for the purpose of providing students with the School to Career and Marin County ROP services, ROP and CTE Career Technical Education classes, and/or post high school opportunities.
- Coordinates on-campus site visits by employers for the purpose of ensuring availability of materials and enhancing students' access to post graduation educational and vocational opportunities.
- Develops and maintains partnerships with local employers and business hosts (e.g. School to Career internships, career shadow days, company tours, etc.) for the purpose of promoting and supporting students' exploration of local career opportunities.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. student applications, web-based resources, business contacts, etc.) for the purpose of maintaining documentation, gathering program effectiveness assessment data, ensuring the availability of materials for internal use and distribution as required.
- Participates in a variety of meetings, workshops, and committees at a variety of locations for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares a variety of documents, reports, and materials (e.g. promotional flyers, invitations, event programs, etc.) for the purpose of communicating information and recommendations to students, parents, and staff.
- Provides learning opportunities for students transitioning into a career or college for the purpose of exposing students to available career/college choices.

- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.

- Solicits information and/or materials from post secondary institutions and other organizations (e.g. trade/technical schools, two or four year colleges, apprenticeship programs, etc.) for the purpose of supporting students and developing post-secondary plans related to career goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate data input and records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; vocations; and college entry requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; developing working relationship with students; and, working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High School plus job related coursework.

Education (Preferred): Bachelor's degree

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

Valid Driver’s License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		
	Revised Date	