

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: EDUCATION LIAISON**

**RANGE: 27**

### **BASIC FUNCTION:**

Under the direction of the Project Manager, Youth Development Services, participate in facilitating and improving the educational accomplishments and opportunities for youth in foster care or group-home setting; serve as liaison and resource for foster youth, child care providers and foster parents.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Participate in facilitating and improving the educational accomplishments and opportunities for youth in foster care or group-home setting; conduct outreach activities and maintain effective collaborations with community partners.

Serve as liaison and resource for foster youth, child care providers and foster parents; facilitate communications among group homes and child care providers, Children and Family Services, school districts, probation, foster family agencies and other agencies related to the education and care of foster youth.

Identify and negotiate appropriate educational services for foster youth; communicate with social workers, foster parents and school personnel regarding education needs; coordinate tutoring referrals for foster youth as needed.

Facilitate timely school enrollment for foster youth; compile information needed for student enrollment including school records, health and education records, and school transfer documents.

Communicate program requirements, time lines, community and education events and updates to staff, participants, the public and outside agencies as needed; communicate with various County Office Departments and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Attend school meetings, conference, trainings and workshops as assigned; provide educational training for new staff, parents and district staff as needed.

#### **For an assignment in early childhood education only:**

Receive, review and audit application materials for caregivers and teachers applying for the program as assigned; assure proper completion of applications; advise applicants of eligibility; provide professional growth information and advisement for future eligibility to participants; coordinate processing of applications with Human Resources credentialing staff.

Prepare and maintain a variety of records and reports related to assigned activities; prepare program materials for distribution; develop informational spreadsheets as assigned.

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Operate a computer, assigned software and other standard office equipment; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Program policies, procedures and objectives.

School district procedures and the Social Service system.

Applicable laws, codes, rules and regulations related to assigned activities.

Mediation techniques and procedures.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

Operation of a computer and assigned software.

**ABILITY TO:**

Participate in facilitating and improving the educational accomplishments and opportunities for youth in foster care or group-home setting.

Serve as liaison and resource for foster youth, child care providers and foster parents.

Establish and maintain cooperative and effective working relationships with students, parents, teachers, social workers and community members.

Mediate difficult and intense interpersonal situations.

Identify and negotiate appropriate educational services for foster youth.

Communicate effectively both orally and in writing.

Analyze situations accurately and determine appropriate course of action.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Prepare and maintain records and reports related to assigned activities.

Operate a computer and other standard office equipment.

**EDUCATION AND EXPERIENCE:**

BA Degree emphasizing Human Development. Four years increasingly responsible experience in education, social services or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.