

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Private Schools Liaison**

**DEFINITION**

Under the general direction of administrator and the California Private Schools Advisory Committee, K-12 (CPSAC), administers the Private Schools program on a statewide basis; involving the coordination of budgets, Elementary and Secondary Education Act (ESEA) Title II, Part A funding, current legislation, and professional development for nonprofit, private school teachers and administrators; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate administrator

**SUPERVISION OVER**

None; however, may direct the work of other staff and student assistants.

**DUTIES AND RESPONSIBILITIES** (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

California Private School Advisory Committee/Communications

Serves as the liaison for CPSAC; provides CPSAC with information and responds to members requests in a timely manner; presents information and reports and represents the Committee at various community, state and federal agency meetings; assists California Department of Education (CDE) in scheduling and planning CPSAC meetings and establishing meeting agenda items; prepares CPSAC member packets, meeting correspondence and needed supplies; assists with identifying areas of interest and guest speakers; travels to CPSAC and CDE planning meetings; coordinates facilities, food service, and travel arrangements; compiles materials; prepares and presents budget and program reports, workshop materials and flyers; maintains constant communication with CPSAC chairperson; prepares minutes; communicates in oral and written form to CPSAC members, private school administrators and staff, CDE personnel, conference/workshop presenters, and county office personnel.

Professional Development Coordination

Plans, conducts, and processes needs assessment for private schools' statewide conferences, webinars, and workshops; researches and recommends professional development activities appropriate for nonprofit, private school educators; obtains approval for activities from CDE and CPSAC; coordinates, publicizes and organizes conferences, webinars, and workshops making all necessary arrangements for location, facilities, travel, lodging, food service, technical and equipment needs; researches, identifies and secures conference presenters/speakers; creates and sends appropriate flyers; prepares materials/packets including registration forms, confirmation notices, letters of appreciation, evaluations, and other related materials; organizes and conducts registration; reviews and evaluates programs/speakers and recommends necessary changes; compiles data and analyzes evaluation responses; maintains contact with CDE and CPSAC and reports information relating to private schools' professional development; travels to professional development activities.

Budget Management

Develops, maintains, and monitors various budgets consistent with federal and state funding guidelines, CPSAC recommendations, and SCOE policies; prepares budget revisions; negotiates with presenters and vendors; prepares contracts, and purchase requisitions; monitors and verifies income and expenditures including grants, CPSAC reimbursements, and other related items; develops and revises grant budgets according to grant specifications; provides and presents expenditures and budget reports to CPSAC and CDE.

**MINIMUM QUALIFICATIONS**

Education

Any combination of education, training, and experience equivalent to possession of a bachelor's degree with emphasis in research design, statistics, data analysis, technical writing and grant writing.

Training and Experience

Responsible experience performing duties as described in the examples of duties including conducting research and data

analysis and evaluation, budget preparation and monitoring, report and grant writing, and project coordination; experience in planning and implementing professional development activities for educators is desirable.

Knowledge of:

ESEA Title II, Part A regulations and guidelines; components of high quality professional development; current academic content standards for K-12; public and private school organization structure; principles of research and evaluation collection; analysis and reporting; basic statistical methods; budget development and monitoring; grant writing procedures; principles and procedures of public administration; standard software applications; standard office equipment.

Skill and Ability to:

Communicate effectively with diverse groups including top level administrators, Board members, and community agencies; prepare comprehensive, concise, and accurate written communications and reports; make oral presentations; initiate and implement effective professional development activities; coordinate a variety of projects simultaneously; prioritize work; work independently with a minimum of supervision; follow written instructions; give clear and concise directions; set up and maintain database files and retrieve data to prepare reports; use and learn new software/technology; utilize a variety of analytical techniques to present/evaluate data; interpersonal skills to work cooperatively and effectively with individuals and groups.

Revisions approved by Personnel Commission 10/12/10

Approved by Personnel Commission 5/18/99