

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Private Schools Liaison

DEFINITION

Under the general direction of the Private Schools Advisory Committee, administers the Private Schools program on a statewide basis involving budgets, ESEA Title VI funding, current legislation, professional development and mini-grants. Performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Capital Region Center/Statewide School Support and the Private Schools Advisory Committee

SUPERVISION OVER

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

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

California Private School Advisory Committee/Communications

Serves as the liaison for the Private Schools Advisory Committee; provides Advisory Committee Board 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; schedules and plans Board meetings; establishes meeting agendas; prepares Board member packets, meeting correspondence and needed supplies; contacts and schedules guest speakers; tracks current legislation for committee; travels to Board meetings; coordinates facilities, food service, and travel arrangements; compiles materials and assists in the preparation of manuals, reports, workshop materials and flyers; maintains constant communication with Board chairperson; communicates in oral and written form to the Advisory Committee members, private school administrators and staff, California Department of Education (CDE) personnel, conference/workshop presenters, and County Office personnel.

Grant/Conference Coordination

Disseminates grant information to private schools in state of California; develops requests for grant proposals following federal guidelines; establishes grant review process and reviews proposals for eligibility; selects grant readers; monitors grant reading process assuring equity; develops review forms; coordinates and conducts grant reader orientations; assists project coordinators regarding grant specifications and eligibility; notifies schools of grant awards; develops memorandum of understanding for funded grants; provides grant writing workshops for private schools; monitors grants through on-site visits and evaluations; prepares master schedules and reports for evaluation and approval of grants; plans, conducts, and processes needs assessment for private schools' statewide conferences/workshops; coordinates and organizes conferences/workshops making all necessary arrangements for location, facilities, travel, lodging, food service, and equipment needs; researches, identifies and secures conference presenters/speakers; creates and mails appropriate flyers; prepares materials/packets including registration forms, confirmation notices, letters of appreciation, and other related materials; organizes and conducts registration; reviews and evaluates programs/speakers and recommends necessary changes; maintains contact with the Advisory Committee and reports information relating to private schools' conferences/workshops.

Budget Management

Consistent with Advisory Committee Board guidelines, develops, maintains, and monitors various budgets; prepares budget revisions; prepares contracts, purchase and warehouse requisitions; monitors and verifies income and expenditures including grants, Advisory Committee reimbursements, and other related items; complies with funding requirements and laws; develops and revises grant budgets according to grant specifications; provides and presents expenditures and budget reports to the Advisory Committee 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 education is desirable.

Knowledge of:

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; computerized data management systems; computer technology; 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; 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.

Approved by the Personnel Commission 5-18-99