

JOB TITLE: Educational Liaison

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Supports Solano County school districts to identify appropriate educational settings for secondary students who have had or are at risk of having, a first contact with the juvenile justice system. Serves as the liaison to Juvenile Probation Multi-Disciplinary Teams (MDTs).

JOB REQUIREMENTS AND QUALIFICATIONS

- Four (4) year college degree.
- Experience in coordinating youth-related services, preferably with at-risk youth in an educational setting.
- Knowledge and understanding of the juvenile courts, probation, child welfare services, and the school system.
- Ability to write clearly and creatively, utilizing knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to maintain effective work relationships with staff, outside agencies, and the general public.
- Ability to work as part of a team.
- Ability to work independently, and to work on multiple youth-related projects.
- Knowledge of, or ability to learn, Microsoft Office (Word, Excel, Power Point) and an understanding of accessing resources via worldwide web.
- Possession of a valid California driver's license.

EXAMPLES OF DUTIES

- Monitors youth's attendance, behavior, and academic progress.
- Supports district educational liaison to place students in appropriate school-related or school-based youth services and counseling groups.
- Monitors school-related activities and progress toward high school graduation.

- Works with the youth and his/her family to collaborate on addressing community, family, and school-related issues.
- Establishes and coordinates monthly county-wide meetings with representatives from Vacaville, Fairfield, and Vallejo MDTs, for the purpose of collaborating on best practices to allow each of the MDTs to share and learn from each other.
- Develops a comprehensive county-wide approach to providing the necessary support to youth to re-enter the education setting.
- Attends and plays an active role on each identified city's MDT.
- Provides community agencies with an up-to-date list of key secondary school contacts in each of the districts.
- Facilitates and coordinates training relative to the work of each city's MDT.
- Provides community outreach workshops in targeted cities for the purpose of promoting the development of local MDTs.
- Monitors and tracks changes in laws, regulations, and legislation that impact the work of the MDTs and the role of the educational liaison.
- Tracks outcomes, and takes a lead role in collecting and assimilating the information required in county and state reports.
- Acts as a conduit of information between each of the MDTs, SCOE, and the Probation Department.
- Serves as a member of the Management Advisory Council.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of the Educational Services Department

SUPERVISION EXERCISED

Employees in this classification supervise and evaluate program staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or

Reaching

Kneeling or

Pulling Loads (3)

Overhead (2)

Squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)