



Leadership • Collaboration • Support

JOB TITLE: District and School Support Liaison

Classified Management Salary Schedule, Range 13

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the general direction of the District and School Support department, provides technical assistance, project management and support in the area of organizational management, district and school support, professional learning, and communication. The District and School Support Liaison will assist with the organization and process development related to design and implementation of a systemic process for organizing and sharing information, as well as researching and development of needed materials and informational items to share with district leaders as they identify needs and strategies to improve organizational outcomes. The Liaison will support with professional learning, planning and data collection related to topics such as data collection and analysis, systems support, Multi-Tiered System of Supports (MTSS), a focus on equity, family and community engagement, improvement science, and other related areas of support for districts and schools within Solano County as assigned.

ESSENTIAL DUTIES

- Conducts research of relevant Local Education Agency (LEA) information (i.e. data, reports, leadership, and empathy interviews).
- Coordinates and engages with multiple partners across districts to provide professional learning and support.
- Utilizes strong leadership and social emotional skills that will foster solutions and buy-in within complex situations.
- Manages and assists in the development of the technical assistance project management process.
- Collaboratively works with district leadership and partners to strategize and execute instructional resources, professional learning, and training activities that support the capacity development of district personnel to improve pupil outcomes on the priorities reflected in the Local Control and Accountability Plan (LCAP)
- Assists with building and managing cadres of expert response team members that can provide technical assistance that is rapid and tailored to the district's needs, knowledgeable across key variables that are necessary for sustainable systems and

positive outcomes for students, and able to utilize innovative design methods to address chronic challenges.

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.
- Conducts research and prepares summaries on various topics.
- Provides information and assistance to staff, school districts, other educational institutions, etc. as requested regarding the policies, procedures, programs, and services of the school district.
- Assists with managing special projects and performs related administrative duties as requested.
- Provides professional learning, support, and planning related to equity and equitable student outcomes.
- Provides professional learning, planning and support related to Family and Community Engagement.
- Provides professional learning and support for LEAs Dual Enrollment Initiatives.
- Provides professional learning, planning and support related to improvement science, MTSS, systems alignment and organizational improvement, etc.

KNOWLEDGE AND ABILITIES

- Effective management practices and supervision techniques with technical aspects of field or specialty.
- Computer software applications relevant to this position.
- School district organization, operations, policies, and objectives.
- Oral and written communication skills.
- Development and structure of multi-tiered systems of support.
- Supporting implementation of systems and structures that allow for executing district's instructional vision and strategic direction of curriculum, instruction, intervention, acceleration, and assessment to achieve rigorous learning and improvement initiatives.
- Support in applying continuous improvement cycles utilizing data, and coaching

strategies (i.e. gradual release and empathy exercises), with teachers, principals, and other district leaders

- Understands performance on the state and local indicators, including the California School Dashboard, and develops resources that can support the delivery of technical assistance.
- Evaluating and developing reports for demonstrating the progress of implementing instructional best practice and supporting data/artifacts that leads to higher student achievement and acceleration of student performance
- Organizational operation including school districts, COEs, charter schools, etc. as well as regulations and laws that pertain to the position
- High level public relations skills.

ABILITY TO

- Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings.
- Create and maintain documents and information relevant to assigned projects.
- Prepare and deliver presentations as requested.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Complete assignments successfully with a minimum of direction and supervision.
- Communicate orally and in writing to various audiences.
- Collaborate with school staff, district staff, and outside agencies.
- Operate a computer and related software.
- Schedule, coordinate, and monitor a wide range of activities, tasks, and projects across multiple internal and external teams.
- Manage multiple projects, including establishing project deadlines and ensuring that external teams successfully complete projects and activities.
- Analyze issues, create plans of actions, and collaboratively reach appropriate and effective solutions.
- Create and maintain project documentation for internal and external purposes.
- Coordinate, schedule, and manage in-person and virtual meetings.

- Develop systems and processes for establishing and maintaining effective communications both internally and with external partners using a variety of channels and media.
- Perform professional level tasks with a need to frequently upgrade skills in order to meet changing job conditions.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor’s degree from an accredited college/ university is required, master’s degree or higher preferred.
- Three years recent successful experience at a school district, county office of education, or another commensurate educational context is required.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Employees in this classification may supervise other staff members in the operational unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%) Walking (25%) Sitting

(45) Body Movements (Frequency):

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

Lifting-lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or Reaching Kneeling or
Pulling Loads (1) Overhead (1) Squatting (1)

Climbing Stairs (2) Climbing Ladders (1)