



# Job Description

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**POSITION TITLE:** Project Liaison I #6135  
Student Engagement and the Arts  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 1

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a High School diploma or equivalent and/or experience that demonstrates an expertise in working with educational organizations and/or business and industry.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

One to two years working in developing and managing student programs. Possess an Associate of Arts Degree and/or a Bachelor’s Degree or extensive experience in student events and academic competitions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, evaluate, and train staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to run and trouble shoot three different scoring programs for different academic competitions. Knowledge, skill and ability to plan, develop, implement, and fiscally monitor multiple budgets. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Previous extensive work experience in organizing and directing student events and academic competitions. Knowledge about Spelling Bees, Academic Decathlon, Academic Pentathlon, Mock Trial, and Science Olympiads both at regional and state levels of competition. Communicate and integrate programs effectively with other members of the Education Services Department as well as parents, coaches, administrators and students.

**DISTINGUISHING CHARACTERISTICS:**

The Project Liaison series represents entry level management positions and has two levels.

**SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Curriculum and Instruction, the Coordinator of Student Events and Activities will support the implementation, continuance, and/or upgrading of the existing Programs to include: County Spelling Bee, State Spelling Bee, Academic Decathlon, Academic Pentathlon, Mock Trial, Elementary, Middle School and High School Science Olympiads, State Science Olympiads and Pinnacle recognitions.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate in, coordinate, and/or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.

5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Facilitate and coordinate all aspects of the Student Events Office.
14. Recruit qualified teachers, coaches, event managers and volunteers.
15. Organize and implement the County Spelling Bee, State Spelling Bee, Academic Decathlon, Academic Pentathlon, Mock Trial, Elementary, Middle School and High School Science Olympiads, State Science Olympiads and Pinnacle recognitions.
16. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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