

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

POSITION: COLLEGE LIAISON

BASIC FUNCTION:

Under the direct supervision of an administrator, the College Liaison provides college assistance and resources to incarcerated and juvenile justice involved high school students in the Alternative Education Department, or to Opportunity Youth Academy (OYA) students and graduates, to expose them to a variety of career and college pathways; creates a college plan for students to meet their goals beyond their time in Juvenile Hall and/or beyond graduation; supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes; provides and coordinates tutoring; provides and coordinates online career student certifications; and manages the provision of dual-enrollment courses being provided by local community colleges.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Provides college assistance and resources to students and graduates to expose them to a variety of career and college pathways; creates a college plan for students to meet their goals beyond their time in Juvenile Hall and/or beyond graduation; exposes students to transfer planning opportunities and helps to develop four-year college transfer plans.

Supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes.

Registers students for classes and placement assessments; provides and coordinates tutoring for students; procures textbooks and materials related to studying; provides and coordinates online career student certifications.

Coordinates communication between students, professors and other college personnel; manages the provision of dual-enrollment courses at local community colleges; coordinates language/translation services for students and their families with limited English proficiency skills.

Conducts entry/exit surveys to measure outcomes; monitors and evaluates students' successes related to program goals; maintains written and electronic individualized file on each student and documents their progress.

Orchestrates and coordinates the activities for students, which may require driving to a variety of locations.

Operates a computer and assigned software programs; operates other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Community College, California State University and University of California school systems.

College enrollment process.

Rules, regulations and policies of financial aid programs.

Needs and behavior patterns of at-risk youth and disadvantaged groups; demographics of the population served.

Record-keeping techniques.

Safety practices and procedures.

Principles and practices of confidentiality.

ABILITY TO:

Develop strong, empathic relationships with students, their families and school personnel.

Recognize and value diversity and be culturally responsive to the population served.

Maintain detailed records of student outcomes and activities.

Write required reports clearly and concisely.

Read a college course catalog and identify prerequisite requirements for all courses.

Read, interpret and explain written rules, procedures and policies to others.

Work independently with little direction.

Communicate effectively orally and in writing.

Perform work using assigned equipment and software programs.

Work a flexible schedule.

Drive a vehicle to conduct work as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in liberal studies, counseling, psychology or a related field and one year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Juvenile Hall, AED or OYA sites.

College campuses.

Office environment.

Indoor and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Walking, bending, reaching, standing, and stooping.

May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: June 13, 2018

Revised Approval: 04/10/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 04/10/19