

MAGNET PROGRAM LIAISON ASSISTANT

DEFINITION

Provides liaison between the Student Integration Services Office and public and private educational institutions, community-based organizations, and public and private sector organizations in developing joint agreements with individual magnet programs.

TYPICAL DUTIES

Provides liaison between individual magnet program administrators, private and public sector entities and community-based organizations concerning joint agreement in financial and policy matters concerning the establishment of magnet program.

Provides liaison between the Student Integration Services Office and other District offices and school administrators and explains policies and procedures involving establishing a magnet program in person, telephone, and meetings.

Identifies potential sources of funding from federal, state, and private sources and evaluates appropriateness of grant funding relative to District Choices magnet program.

Searches records and compiles supporting documentation such as student and community demographics to ensure compliance with application and funding requirements.

Prepares specialized reports, surveys, and other program descriptive information and materials for District Board reporting.

Performs research regarding the establishment of magnet programs to ensure themes are career-based pathways.

Conducts community meetings and outreach in areas being considered for new magnet programs.

Represents the Student Integration Services Office in community and District schools and maintains a positive and proactive relationship with District administrators and community members.

Provides assistance to parents and other members of the community regarding Choices magnet program application, enrollment, and other program information.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Magnet Program Liaison Assistant provides coordination between the Student Integration Services Office and public and private educational institutions, community-based organizations, and organizations within the private sector.

A Volunteer Program Assistant coordinates the activities of Community Representatives, site coordinators, and/or volunteers and involves outside firms and organizations in the School Volunteer Program and other District volunteer programs.

An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of business operations of an organizational unit.

SUPERVISION

General supervision is received from a certificated administrator. General direction may be given to clerical personnel and magnet program staff as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Student Integration programs (Magnet, No Child Left Behind-Public School Choice, and Permits With Transportation)
- State and federal regulations regarding magnet program funding
- Research techniques, accounting procedures and record maintenance
- Organization of the Los Angeles Unified School District and pertinent regulations, policies, procedures and functions
- Industry and university resources available for collaborative and partnership agreements with District magnet programs

Ability to:

- Interpret rules, regulations, policies, and procedures
- Exercise initiative and judgment and make sound decisions
- Prepare and edit reports and other material
- Compose correspondence on a wide variety of subjects
- Deal tactfully and effectively with parents, District and community representatives, private sector personnel and the public
- Speak clearly, effectively, and persuasively and have excellent public relations, organizational, and decision-making skills.
- Make presentations before groups regarding program objectives and services.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a bachelor's degree in business, public administration, communications, public relations or related field. Additional experience in analysis of policies and procedures may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Three years of experience working with court-ordered integration programs, or public relations.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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