

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CLASSIFIED LIAISON – PROFESSIONAL GROWTH SYSTEMS (PGS) (Range 39)

BASIC FUNCTION:

Under the direction of an assigned supervisor, develops effective job coaching and professional development plans, consistent with the goals and vision of RUSD, to mentor and assist classified bargaining unit members to be successful in their current roles within the District.

REPRESENTATIVE DUTIES:

Develop, plan and implement effective job coaching strategies and professional development plans for classified bargaining unit members. *E*

Provide professional assistance and guidance for Classified employees across multiple classifications. *E*

Discover employee's motivation and strengths and help employees use those effectively within their current role. *E*

Collaborate with management staff to provide guidance with employee's training to assist the employee with being successful within their role. *E*

Create, prepare and present materials to assist in the development of successful employees. *E*

Mentor employees to help them overcome barriers and enhance work habits to be an effective employee. *E*

Prepare and produce a variety of comprehensive documents for a variety of uses; prepare and maintain confidential records and reports; maintain efficient and effective record-keeping systems. *E*

Attend a variety of workshops, trainings, webinars, etc., to learn best practices for job coaching and mentoring. *E*

Operate a personal computer and related software applications. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

RUSD's organization, operations, policies, objectives, vision and goals.

Bargaining agreements and contract language.

Effective job coaching and mentoring techniques and strategies.

Proper networking skills.

Active listening techniques.

Positive motivation skills and techniques.
Record keeping systems.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Presentation skills.
Effective time management and organizational skills.

ABILITY TO:

Read, interpret, apply and explain rules, regulations, policies and procedures, job descriptions and responsibilities.
Use current technology, computers and related software.
Adapt to a variety of circumstances and be flexible with change.
Identify factors of motivation and strengths in adult learners.
Work collaboratively with a variety of personnel.
Practice active listening without judgment.
Train and provide work direction to others.
Present materials to small or large groups.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations and/or data accurately and adopt an effective course of action.
Manage multiple tasks effectively.
Meet schedules and timelines.
Plan and organize work.
Work confidentially with discretion.
Attend professional development opportunities
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

A High School Diploma or equivalent, Associates degree from an accredited institution, and five (5) years of school district experience as a classified bargaining unit member.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time,
Dexterity of hands, wrists and fingers to operate a computer keyboard and office machines.
Seeing to read various materials, information and data.
Bending at the waist to retrieve materials.
Travel to various locations with a personal vehicle.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Must have access to a vehicle with valid automobile insurance