

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Community Services Specialist II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	032 AASD Supervisors'
REVISED:	July 1, 2002		

BASIC FUNCTION:

Assist in planning and coordinate the implementation of community school programs and the use of staff at two or more sites to provide an integrated program of community involvement within the district, and develop service programs at a single school site.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide leadership, general assistance and program development guidance to community program staff at various school sites. **E**

Assist in program development and problem solving for community school programs. **E**

Identify and obtain district services available to community school programs. **E**

Promote the community education concept and assist in developing and implementing community education project plans. **E**

Develop management systems for community school budgets. **E**

Plan and provide staff development for community school program personnel. **E**

Organize, conduct, and attend various meetings and workshops related to community school programs. **E**

Serve as an advisor and provide direction to the Community Education District Advisory Council. **E**

Maintain liaison and confer with district managers, school staff, site specialists, community groups, County Department of Education, other agencies, and individuals. **E**

Assist in planning and implementing project evaluations. **E**

Train, supervise, and evaluate the work performance of others. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from an accredited four-year college or university with a major in education, business administration, public administration, or a related field and three years of recent, full-time equivalent experience in community service or public affairs.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Socio-economic characteristics of the community.
Reading and writing English communication skills.

ABILITY TO:

Develop community participation and leadership.
Develop, implement, and review educational, recreational, or social service programs.
Foster community enthusiasm for and commitment to the educational program.
Train and supervise assigned staff and volunteers.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports and informational releases.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.24.04—PeopleSoft

Job Code 8646

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