

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Site Operations Specialist	REPORTS TO:	Principal
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	022 AASD
REVISED:	March 14, 2005		

BASIC FUNCTION:

Plan, organize, control, and direct major portions of school site business operations; review, develop, and communicate policies, procedures, and regulations; analyze, design, develop, implement, and evaluate school operations.

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

Plan, organize, control, and direct major portions of school site operations, including budget management, custodial services, timekeeping, student information systems, noon duty, media services, communications, and administrative services, including attendance, clerical, and financial staff. **E**

Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files; compose reports, procedures, and correspondence covering a wide variety of matters; write and design brochures, flyers, presentations, and other documents. **E**

Evaluate or assist the principal in evaluating classified staff including orientation and training necessary to prepare the staff for evaluation. **E**

Assist in the development of the master program of the school including room assignments, teacher assignments, data processing coding, and school organization. **E**

Plan, coordinate, and manage annual student testing at the site. **E**

Plan for the most effective use of materials, supplies, equipment, facilities, and grounds. **E**

Identify, provide, assign, and coordinate inservice growth opportunities for school site personnel. **E**

Supervise assigned school auxiliary services including the technology program, library service, textbooks, and audiovisual equipment and supplies. **E**

Assign, supervise, and evaluate classified personnel and volunteers. **E**

Request, coordinate, and evaluate the services of district resource staff and other district personnel operating in the school. **E**

Supervise the school's participation in the district's pupil/data processing operation. **E**

Supervise and coordinate bus transportation of pupils. **E**

Serve as assigned on district-wide committees. **E**

Perform a variety of major special projects affecting school-wide personnel, programs, and activities, including STAR Testing, Prop MM, Senior Exhibition, and WASC. **E**

Develop short- and long-range plans for increasing efficiency through the use of technology and human resources. **E**

Design, develop, implement, and evaluate on-site technology staff development. **E**

Coordinate and manage media resources at the site and district level to disseminate information and publicize school events. **E**

Develop, implement, and update internal procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations. **E**

Communicate with staff and members of the public to coordinate activities, resolve issues, and exchange information. **E**

Perform other duties as assigned.

MIMIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to a degree in business or public administration or related field and three years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and availability of private transportation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience and courtesy.

Presentation, communication, and facilitation techniques to promote collaboration.

Operation of standard office equipment, including microcomputers and related software.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Operate standard office equipment, including computers, and work effectively with software applications, including Word, Power Point, Excel, and web development tools.

Design and supervise the development of on-line databases.

Design and supervise the maintenance of interactive web sites, presentations, and other published documents.

Use technology for record management, workflow monitoring, and productivity assessment.

Learn applicable state, federal, and district policies, procedures, and regulations.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Analyze school achievement data.

Manage site budgets and other resources in support of the goals of the site.

Plan and organize work to meet schedules and timelines.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Independently perform highly complex research and special assignments.

Maintain statistical records and prepare comprehensive, highly complex reports.

Compose reports, procedures, and correspondence covering a wide variety of subjects.

Prepare presentations, provide training, and use facilitation skills.

Analyze situations accurately and adopt an effective course of action.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.

Job Code 1812

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