



PERSONNEL COMMISSION

Class Code: 5055
Salary Range: 24 (C1)

SITE SPECIALIST – SPECIAL PROJECTS

JOB SUMMARY

Under general supervision, plan, organize and oversee the activities and operations of an assigned program at an elementary, middle or K-8 site; coordinate program services and community resources to meet the needs of students; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and oversee the activities and operations of an assigned program at an elementary, middle or K-8 site; assure compliance with applicable laws, codes, rules and regulations. **E**
- Perform program community outreach services; contact partner agencies to establish collaborative relationships and increase program awareness and community involvement; confer with partner agencies to develop strategies to enhance program opportunities. **E**
- Coordinate activities, resources and information between school site administrators, teachers, partner agencies and program personnel to assure smooth and efficient delivery of services and daily operations and meet the needs of students. **E**
- Oversee the program activities at assigned site during operating hours; assure the safety of students during program activities; resolve student disciplinary issues. **E**
- Plan, develop and implement site activities, events and academic and recreational enrichment components; post monthly activity calendars; assist in the development of and implement program goals, directives, policies and procedures. **E**
- Train and review the performance of student workers, playground aides and volunteers; schedule and assign work; interview and select student workers, playground aides and volunteers; provide guidance and assistance to partner agency representatives. **E**
- Schedule, organize, attend and participate in a variety of meetings, in-service trainings and conferences related to program services and activities; serve on a variety of committees as assigned; conduct site staff meetings. **E**
- Prepare reports and maintain a variety of records and files related to program services and activities including mandated grant records, program evaluations and surveys, payroll timesheets, snack rosters, personnel files, attendance, inventory, sign in sheets and enrollment forms. **E**

- Inventory and submit orders for center supplies and equipment; monitor assigned site budgets and expenditures; order snacks for students from the Nutrition Services Branch. *E*
- Develop public relations strategies and marketing tools to effectively promote program activities and objectives; develop and distribute promotional items, bulletin boards, posters, banners, flyers and newsletters; prepare and deliver oral presentations to promote the program and related services. *E*
- Recruit student enrollees; visit classrooms; develop and maintain a visible presence at assigned school site; distribute enrollment forms; serve as an informational resource to others regarding program services; work with teachers and school site staff to identify and recruit individual students. *E*
- Communicate with administrators, students, parents, community resources and outside agencies to exchange information, coordinate activities and resolve issues or concerns. *E*
- Assist grant evaluators with preparing, distributing and collecting program evaluation assessment and satisfaction surveys. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification plan, organize and oversee the activities and operations of an assigned program such as the Winners Reaching Amazing Potential (WRAP) after-school program at an elementary, middle or K-8 site. Incumbents participate in the delivery of services and the promotion of the program to students, parents and community partner agencies.

Positions in this classification are typically funded through grants. Program continuation is subject to continued funding through designated grants.

Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Current theories and practices of child and adolescent development.

Program development techniques.

Requirements of maintaining a student center in a safe, clean and orderly condition.

Child guidance principles and practices.

Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Operation of a variety of office equipment including a computer and assigned software.
Diverse academic, socioeconomic and ethnic backgrounds of students.
General budgeting practices regarding monitoring and control.
Oral and written communication skills.
General principles of training and providing work direction to others.
Public speaking techniques.
Basic public relations techniques.

Ability to:

Plan, organize and coordinate the activities and operations of an assigned program at an assigned site.
Learn policies and objectives of assigned program and activities.
Plan, develop and implement site activities, events and academic and recreational enrichment components.
Develop public relations strategies and marketing tools to effectively promote program activities and objectives.
Communicate effectively both orally and in writing.
Coordinate services and activities to recruit, retain and meet the needs of students.
Compose correspondence and written materials.
Work independently with little direction.
Monitor and control assigned budgets and expenditures.
Train and provide work direction and guidance to others.
Maintain records and files and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Maintain current knowledge of program rules and regulations.
Meet schedules and timelines.
Learn to perform first aid and CPR.
Operate a variety of office equipment including a computer and assigned software.
Prepare and deliver oral presentations.

Education and Training:

Associate's degree including coursework in child development, education or a related field. A bachelor's degree is preferred.

Experience:

Two years of experience working with school-aged children in a before or after school enrichment program setting or community organization including some experience overseeing the work of staff engaged in the delivery of program services.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification.

WORKING ENVIRONMENT

Office and classroom environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and deliver oral presentations.
Climbing ladders to store and retrieve program supplies and materials.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects.
Pushing and pulling snack carts.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/17/2004
Revised: 6/14/2007
Revised: 7/11/13