

## **SITE SPECIALIST – CENTER OF BLACK STUDENT EXCELLENCE**

### **JOB SUMMARY**

Under general supervision, participate in providing a broad variety of support services, information and resource referrals to students, families, District staff, community agencies and District partnerships for the Center of Black Student Excellence (CBSE); provide program and leadership administrative support services; 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, coordinate and organize program office activities and coordinate flow of communications; provide a variety of information and support services to students and families who visit, engage, and participate with the Center of Black Student Excellence (CBSE). **E**
- Research, collect information, and explore opportunities to enhance and develop partnerships with community stakeholders and businesses to help create opportunities, personal growth and similar experiences for CBSE students, parents and caregivers. **E**
- Develop and distribute information, reference materials and guides for program support services, partnership agencies and service providers; serve as a reference point-of-contact for client information requests and referrals. **E**
- Communicate with students, parents, caregivers, District staff, non-profits, government, and external agencies to coordinate program events and activities, provide resource referrals, exchange information and follow up on client, community agencies, partner, and administrator requests. **E**
- Serve as a point-of-contact to collaborate with District staff, social services and other public agencies on student and family issues; provide resources, information, facilitate or coordinate internal and external agency opportunities to improve the academic, social and/or emotional needs of programs and CBSE participants. **E**
- Provide a variety of administrative support services to program management and staff; compile information and prepare and maintain a variety of data, records and reports; track and monitor assigned budgets; coordinate office communications; greet and assist clients in person and on the telephone; schedule meetings and appointments and organize CBSE functions and activities. **E**
- Compose and distribute a variety of letters, memos, flyers, program information and other materials; sort and file materials according to established procedures; establish, maintain and purge records, logs, and various files; inventory, order, receive, store and distribute supplies, materials and equipment; arrange for repairs of equipment. **E**

- Schedule, coordinate, and attend a variety of meetings, workshops, conferences, and trainings to maintain current knowledge of services, innovations and best practices in service delivery to underserved communities. **E**
- Train and provide work direction and guidance to assigned staff; participate in the hiring and evaluation process as requested. **E**
- Prepare meeting agendas; take, transcribe and distribute minutes of meetings as directed. **E**
- Operate a variety of office equipment including a computer and assigned software. **E**
- May receive, review and input payroll for certificated, classified and other staff using appropriate codes for various absences; input vacancy assignments. **E**
- Perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Site Specialist – Center of Black Student Excellence, provides a variety of program and administrative support services, and serves as a direct point-of-contact in supporting program administrators, staff, students, parents, caregivers, community partners, not-for-profits, educational and governmental agencies in support of the academic, emotional and social success and well-being of the District's Black students and families.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods, theories and best practices for improving social, emotional, and academic outcomes for underserved students and families.

Diverse academic, socioeconomic and ethnic backgrounds of program students and families.

Requirements for maintaining a student/family center in a safe, clean and orderly condition.

Interpersonal skills using tact, patience, courtesy, empathy, self-awareness, and positivity.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Record-keeping and report preparation techniques.

Oral and written communication skills.

General budgeting practices regarding monitoring and control.

Modern office practices, procedures and equipment.

Operation of a variety of office equipment, computer and assigned software.

#### **Ability to:**

Advocate, model, and implement the Center of Black Student Excellence (CBSE) program, mission, vision and values.

Coordinate services and activities to meet the needs of students and families.

Deliver a high-level of customer service.

Perform a variety of office, administrative and program support functions.

Maintain current knowledge of program rules and regulations.

Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Prepare and maintain records and files and prepare reports.  
Compose effective correspondence independently.  
Maintain confidentiality of sensitive and privileged information.  
Prioritize and schedule work.  
Understand, interpret, and ensure compliance with applicable laws and regulations.  
Meet schedules and timelines.  
Operate a computer and assigned software.

**Education and Training:**

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, social science, social work, African American or Black studies, multicultural studies or a related field. A bachelor's degree in one of these fields is desirable.

**Experience:**

Three years of experience working with underserved communities in a customer focused education, social service, public service or related environment involving administrative support functions.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling, or crouching.

*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: 10/17/2024