

Saddleback Valley Unified
School District

Range 32
Community Services
Management and Child
Care Services Management Salary
Schedule

COMMUNITY SERVICES SPECIALIST II

DEFINITION

Under direction, create, organize and lead specialized community service programs in an environment favorable to learning and personal growth; to perform administrative duties; and to do related work as required.

EXAMPLES OF DUTIES

Oversee community service programs for one or more community service sites; schedule and supervise staff; maintain records and prepare written monthly and annual reports; prepare monthly calendars and fliers; meet with parents; select, train, develop and evaluate program staff; supervise community service activities; plan and organize excursions and special events; assist with coordination and operation of registration; participate in budget process; assist in publicity and public relations activities.

QUALIFICATIONS

Knowledge of

Community Services programming; reporting requirements of the District and principles of supervision and training.

Ability to

Provide for the health and safety of children in community service activities; effectively communicate with the public and District personnel; direct, plan, and organize the various specialized activities; evaluate staff and programs; maintain records, equipment and facilities in and effective an efficient manner; operate appropriate equipment; prepare a budget in an effective and efficient manner and establish and maintain cooperative working relationships.

Experience

Three years of progressively responsible experience in the community services field.

Education

Completion of one year of college coursework related to community services or allied fields, or related job experience. AA degree preferred.

Physical Performance Requirements

Considerable standing or walking, requiring some bending, stooping, squatting and twisting. Frequent sitting or squatting on the floor. Lifting of tables, chairs, supply boxes and other program supplies often involved. Weight of materials will vary, with employee regularly lifting and maneuvering 20 to 30 pounds and occasionally lifting and maneuvering up to 50 pounds, generally with assistance. May be required to lift a child on occasion.

Licenses

Possession of a valid California Driver's License. Ability to obtain First Aide and CPR Certificate.

Board Approved: September 11, 1990

Revised: September 11, 1990

Revised: November 14, 1990 effective July 1, 1990

Revised: June 23, 1998

Board Approved and Revised: February 14, 2012

Revised & Approved: September 10, 2013

Revised & Approved: October 8, 2013