

TITLE:	<b>BSEP Program Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Community/Public Relations</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>September 27, 2017 September 7, 2017</b>	SALARY GRADE:	<b>Schedule: 56 Range: 58</b>

**BASIC FUNCTION:**

Collaborate with Educational Services and Fiscal Services in providing support to the Director, Planning and Oversight (P&O) Committee, School Site/Governance Councils (SSC/SGC), Program Managers and school Principals in the management and oversight of Berkeley Schools Excellence Program (BSEP) Measure plans and funds; assist Principals in the development of school site discretionary fund budgets and site plans.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Collaborate with Educational and Fiscal Services in providing support to the Director, P&O Committee, Program Managers, SGC/SSCs and Principals in the management and oversight of BSEP Measure funds.
- Assist Principals in the development of school site discretionary fund budgets and site plans; send allocations for upcoming year; meet with Principals to review site plans; complete purchase requisitions as necessary; coordinate annual site plans and produce consolidated school plans binder; work with Principals to revise site budgets as needed; collect SGC/SSC minutes and site plan addenda.
- Work with District departments to implement and maintain BSEP school discretionary funds in the District's financial and personnel systems; assure staff allocations and budget are accurate for BSEP site-funded positions; oversee and facilitate completion and submission of BSEP site-funded contracts; read Board packets to maintain current knowledge of personnel lists, lay-offs, and contracts.
- Monitor expenditures of BSEP school discretionary funds to assure compliance with Measure and Board-approved expenditures; review and process time sheets and general requisitions.
- Collaborate with Educational and Fiscal Services to organize and assist in training workshops for principals, program managers, SSC/SGC members, P&O Committee representatives and other school and district committees; draft and update P&O calendar, roster and coordinate P&O meeting logistics.

- Prepare and maintain assigned records, calendars and documentation of the BSEP program; assist the Director with the development and production of a variety of financial and narrative documents regarding the BSEP special tax for presentation to the Board of Education and dissemination to the public; participate in the preparation of the BSEP annual plan and annual compliance report.
- Attend a variety of meetings as assigned; determine date and location and facilitate logistics for committee training activities; prepare meeting documents including agenda, minutes and reports; participate in the kindergarten fair and other public information activities as requested; make presentations to school and community groups to provide information regarding the BSEP measure and to encourage community understanding of and involvement with the BSEP measure.
- Support annual high school BSEP committee and SSC/SGC elections; compile, collect and disseminate election summaries and roster forms to appropriate personnel.
- Receive and respond to requests from taxpayers; send rebate forms as appropriate.
- Operate a computer and assigned software; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Public committee best practices, including the Brown Act and Roberts Rules of Order  
 Trends and practices in education  
 Operation of a computer and assigned software  
 Interpersonal skills including tact, patience and courtesy  
 Oral and written communication skills  
 Record-keeping techniques  
 Mathematical computations  
 Public speaking techniques  
 Budget development and control techniques

**ABILITY TO:**

Interpret BSEP/Measure A, P&O Committee and SGC bylaws, California Education Code and other laws, rules and regulations related to assigned activities  
 Collaborate with Educational and Fiscal Services in providing support to the Director, P&O Committee, Program Managers, SSC/SGCs and Principals in the management and oversight of BSEP Measure funds  
 Assist Principals in the development of school site discretionary fund budgets and plans  
 Plan and organize meetings, trainings and events  
 Prepare a variety of effective working documents, plans and reports  
 Develop processes  
 Communicate effectively both orally and in writing

Prepare and deliver effective presentations  
Establish and maintain cooperative and effective working relationships with others  
Meet schedules and time lines  
Plan and organize work  
Work independently with little direction  
Operate a computer and assigned software

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration or related field and three years of professional level work experience in a related area such as business, non-profit or public administration.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work  
Work evening or variable hours

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Seeing to read a variety of materials  
Dexterity of hands and fingers to operate a computer keyboard  
Sitting for extended periods of time