



PERSONNEL COMMISSION

Class Code: 5300
Salary Range: 24 (C1)

SITE SPECIALIST – STUDENT ENGAGEMENT

JOB SUMMARY

Under general direction, plan, develop and implement the activities and operations of a student engagement and intervention program at assigned high school sites; serve as a role model and mentor to students; build positive relationships and engage with students to promote and encourage program involvement; train and provide work direction and guidance to assigned staff; 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.

- Develop and conduct program outreach activities; build relationships and engage with students to promote and encourage program involvement; maintain a high level of visibility on campus; assist in promoting a positive, productive and safe campus climate. **E**
- Receive student referrals from school site staff and encourage program involvement; meet with individual students and refer to counseling staff and District, school site, and community resources as appropriate. **E**
- Serve as a role model and mentor to students; lead and facilitate group discussions and encourage sharing of experiences and relationship building; provide guidance and support to students regarding appropriate behaviors and interactions, life skills, social and personal issues, and career and educational aspirations. **E**
- Assist students with building self-esteem by providing proper examples and general guidance and support; assist students to improve self-awareness and respect while encouraging positive behavior changes and relationships with adults and peers. **E**
- Identify and intervene in conflicts between individual and groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Serve as a lead and train and provide work direction and guidance to assigned staff; assign, schedule and review the work of staff; participate in the hiring and evaluation process as requested. **E**
- Develop and conduct in-service trainings for campus safety staff and others regarding student outreach and engagement, best practices, site protocols, and other related school safety issues; job shadow, coach, and encourage positive interactions and relationship building with students. **E**

- Develop, schedule, and facilitate a variety of program events and activities such as guest speakers, special events, field trips and after-school campus clubs. ***E***
- Perform community outreach activities to establish collaborative relationships, sponsorships and increase program awareness and community involvement; confer with partner agencies and sponsors to develop strategies to enhance program opportunities and activities. ***E***
- Communicate with District staff, counselors, administrators and a variety of private organizations and public agencies to coordinate and schedule events and activities, resolve issues and exchange information. ***E***
- Set up work areas, bulletin boards and other displays; perform a variety of clerical duties such as ordering supplies, preparing program materials, and duplicating and distributing materials. ***E***
- Prepare and maintain a variety of records and files related to assigned activities; prepare a variety of narrative and statistical reports related to program activities; assist in writing grant and funding proposals as requested. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work and make home visits as needed. ***E***
- Attend a variety of workshops, meetings, trainings and conferences; prepare and make presentations related to assigned activities; serve on assigned committees; participate in parent conferences as requested. ***E***
- Observe and monitor student activities during passing and meal periods to assure the well-being and safety of students and promote program involvement; verify and issue hall passes. ***E***
- Assist site administration and public agencies during emergency situations such as lockdowns or evacuations; escort students and staff to identified safe areas. ***E***
- Perform related duties as assigned.

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 the Site Specialist – Student Engagement plan, develop and implement the activities and operations of a student engagement and intervention program designed to provide motivational guidance and assistance to students in need of additional behavioral, academic or social support at assigned high school sites. Incumbents will serve as a lead and develop and conduct in-service trainings for campus safety staff and others regarding student outreach and engagement, best practices, site protocols, and other related school safety issues.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of adolescent behavior and development.

General behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.

Group behaviors and dynamics.

Community resources and social services.
General conflict resolution techniques.
Applicable laws, codes, rules and regulations related to assigned activities.
Principles and practices of training and providing work direction to others.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.

Ability to:

Model a relational approach to interacting with students, staff and the public.
Understand adolescent behavior and be a positive role model to adolescents.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Work collaboratively as an educational team member.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Prepare and deliver oral presentations.
Train and provide work direction and guidance to others.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports and files.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.

Education and Training:

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field. A bachelor's degree in one of these fields is desirable.

Experience:

Three years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization.

OR

Three years of experience as a Campus Staff Assistant or School Intervention Specialist with the Long Beach Unified School District.

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 classification require use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

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

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.