	REPORTS TO:
DEPARTMENT/SCHOOL:	CLASSIFICATION:
FAIR LABOR STANDARDS ACT CLASSIFICATION:	WORK YEAR: HOURS:
APPROVED: Commission Board	SALARY GRADE:

Plan, organize, control and direct the fiscal and programmatic compliance of the programs and services funded by the special tax known as Berkeley Schools Excellence Program (BSEP); serve as primary District liaison to the Planning and Oversight (P&O) Committee and other BSEP-related committees; represent, coordinate, facilitate and/or support the Superintendent in the District's public planning and outreach processes; lead the District communications team; supervise and evaluate the performance of assigned personnel.

## ESSENTIAL DUTIES:

- Plan, organize, control and direct budgets for programs funded by the BSEP tax; collaborate with District administration and the P&O Committee in the development of budgets; develop budgets for programs including class size reduction, expanding course offerings, program support, middle school counseling, visual and performing arts, school libraries, technology, professional development and educational program evaluation, parent engagement, public information and the BSEP school discretionary fund
- Direct the implementation of approved program budgets in the District's systems; monitor the programs and services funded to assure accuracy and compliance with BSEP Measure and the Board-adopted BSEP annual plan; interpret and apply a variety of laws, rules, regulations and policies related to compliance with the BSEP Measure; review and improve systems, processes and policies for m(e)-(gi/s)(b)(e(e) fi2(io)-(h)(2)(io)-(h)
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions

## DIRECTOR-BSEP AND COMMUNITY RELATIONS April 2014

School district organization, operations and objectives

Oral and written communication skills

Principles and practices of administration, supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

## ABILITY TO:

Plan, organize, coordinate, implement, manage and assess compliance of the programs and services developed from BSEP legislation

Understand, interpret and communicate the BSEP Measure and District policies, procedures and operations to the community

Produce financial, narrative and technical documents according to established timelines

Organize and facilitate large group planning processes

- Prepare presentations and utilize facilitation skills with large and small groups
- Communicate clearly and effectively in speaking and writing to diverse audiences
- Supervise and evaluate the performance of assigned staff
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Direct the maintenance of a variety of reports, records and files related to assigned activities

Any combination equivalent to: bachelor's degree in communications, journalism, public relations or related field and five years increasingly responsible experience in the administration of public policy, non-profit management, fund development or related field

Valid California driver's license, use of personal vehicle, and proof of insurance

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

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