

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Board of Education Specialist	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9723	<b>WORK YEAR:</b>	12 Months

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Provide a positive climate of interaction and communication between staff, families, and the community. **E**

Look for ways to continuously improve the Board of Education Office efficiencies related to collaboration and work-flow. **E**

Access ..... 95% Overall Score  
PowerPoint ..... 95% Overall Score

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Technical aspects of field of specialty.

Applicable sections of the State Education Code, Brown Act, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Bargaining unit reports, labor relations, and negotiations.

Operation of a computer, related software, and standard office equipment.

Excellent writing and organizational skills with attention to detail.

Paperless electronic filing systems.

Research methods, and report writing and recordkeeping techniques.

Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.

Office management techniques.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.

Record or take notes at meetings, and transcribe minutes accurately.

Assign and review the work of others.

Organize, coordinate, and oversee office activities.

Handle frequent, detailed and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.

Operate a computer, related software, and standard office equipment.

Post information on the district web page utilizing on-line skills.

Research, analyze, compile, and verify data, and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities; lift light objects; and transport materials to Board meetings.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individu46.04a1.994@sS: