

YOUTH DEVELOPMENT SPECIALIST

Purpose Statement:

The job of Youth Development Specialist assists in the development, coordination, and implementation of the youth development and foster youth/kinship programs that meet the educational, health, social services, and other needs of families and children.

Essential Functions

- Coordinate teachers, subcontractors, and volunteers to provide optimum level of service to families, children, youth, and parents as it relates to youth development and engagement.
- Plan youth development and after school activities and programs at designated school sites. Assist in the development and implementation of community-wide youth development projects (i.e., job fairs, health fairs, dental screenings, immunizations) through coordinating with existing district resources and community resources.
- Initiate and coordinate the following: youth assessments, referrals to direct service personnel and linkages to the Student Study Team (SST), Student Assistance Review Board (SARB), and other government and community agencies.
- Act as a communication liaison between the school site administration and youth development program staff, the family resource centers, and the Senior Director of Student Services.
- Manage designated programs in core areas, such as character education, youth asset development and resiliency, after school services, program monitoring and evaluation.
- Serve on various community and district committees or organizations in a leadership and/or advisory capacity on matters relevant to youth development program services and other learning support services.
- Oversee programs to promote authentic youth voice throughout the district; expand youth ambassador and leadership throughout the district K-12.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Assists in staff development activities related to youth development program services for school staff.
- Prepares and maintains a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations.
- Assist with the preparation and submission of reports as required by the California Department of Education or the funding source.
- Assist school staffs in the areas of youth development, parent involvement, and parent education.
- Promote youth development activities and opportunities through newsletters, special announcements, programs, and other marketing methods.
- Assist in identifying the special service needs of identified students and families.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; including computers and pertinent software applications.

KNOWLEDGE is required to perform planning, organization, and coordination of youth development programs and Compliance Reviews; operating within a defined budget; Applicable laws, codes, regulations, policies, and procedures; School district organization, operational policies, regulations, and procedures; Youth Development policies and

terminology. Specific knowledge required to satisfactorily perform functions of the job includes: effective oral and written communication skills; operation of computer and related software.

ABILITY to assist in the development, coordination, and implementation of youth development and foster youth programs that meet the educational, health, social services, and other needs of families and children. Create innovative programming for students. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; organizing and prioritizing work to meet deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

Experience Job related experience such as two years increasingly responsible experience with a background in community-based organizations or public/private schools, is desired

Education Bachelor's Degree and/or equivalent experience preferred.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

CA Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Board Approved 6/23/15

Salary Grade

30