

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director III, Youth Development	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	0214	WORK YEAR:	12 Months
DEPARTMENT:	Youth Development Support Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Student Support Services	BOARD APPROVAL:	01-21-03; 06-23-09
		HR REVISION:	06-24-16
		CABINET REVISION:	06-01-18

BASIC FUNCTION:

Direct, supervise, plan, and coordinate the development, implementation, and maintenance of Youth Development Support Services Programs, including the Expanded Learning, Youth Engagement Services, and Boys and Girls of Color Programming that help young people obtain social, emotional, ethical, physical, and cognitive competencies.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Direct, supervise, plan and coordinate the district-wide youth development leadership and outreach programs; provide leadership to schools and other departments to establish and strengthen youth development programs. **E**

Direct, supervise, plan and coordinate support to teachers and school site administrators in creating an environment conducive to the achievement of academic, as well as social-emotional, success for all students; create meaningful, viable, comprehensive, and integrated youth development programs. **E**

Create and coordinate meaningful youth development evaluation frameworks and processes; supervise data collection, youth development research, and evaluation activities. **E**

Develop, facilitate, and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Work collaboratively with public and private agencies, community groups, youth, parents, site administrators, and central office personnel in the development, implementation, and evaluation of Youth Development Support Services; coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Identify and secure funding for youth development activities from local, federal, and private sources. **E**

Direct the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Develop and administer policies and procedures related to Youth Development and Support Services programs. **E**

Prepare and present staff reports and other necessary correspondence; attend meetings as directed to present items for Board action and/or to provide information concerning projects and related activities conducted by and/or located the District. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in youth development, equity, social emotional learning, and student support. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Work with youth, school sites, and central office to develop a system of youth leadership that is actively involved in decision making at both the school site and district level. **E**

Work with high school sites, community groups, youth, and central office to continue the development and implementation of the Student Advisory Council and other leadership groups. **E**

Work with school sites, community groups, and central office to provide social and mental health services to youth and their families through the Student and Family Support Services Center and Student Attendance Review Board (SARB) processes. **E**

Work with Health and Student Support Services, Attendance and Enrollment, and Student Hearing and Placement to ensure collaborative responses to chronic absenteeism, trauma informed care discipline, and other needs. **E**

Work with school sites, community groups, and central office to coordinate mentoring projects at school sites in collaboration with expanded learning programs and community partners. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignment, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's Degree, and four years of increasingly responsible leadership experience in the development and improvement of youth support and development programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, provide personal automobile and proof of insurance. Administrative Services Credential required. Pupil Personnel Services Credential preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, control and coordination of Youth Development Support Services Programs.

Grant writing, project management, and report writing.

Policies and objectives of assigned program and activities.

Budget preparation and control.

Technical aspects of area of specialty.

Urban school districts and diverse student populations.

Public schools and their structure.

Applicable state and federal laws, codes, regulations, policies, and procedures.

District organization, operations, objectives, policies, and procedures.
 Interpersonal skills using tact, diplomacy, patience, and courtesy.
 Effective oral and written communication skills.
 Public speaking skills and techniques.
 Principles and practices of effective administration, management, supervision, and training.
 Evaluation approaches, strategies, and techniques.
 Operation of a computer and related software.

ABILITY TO:

Plan, organize, control, direct, and provide administrative leadership in the development, implementation, and maintenance of Youth Development Support Services Programs.
 Read, interpret, explain, and apply rules and regulations, policies, and procedures.
 Identify and secure funding for youth development activities.
 Establish and maintain effective working relationships with staff, site, and central office administrators, parents, youth, and public.
 Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Communicate effectively, both orally and in writing.
 Analyze situations accurately, and adopt an effective course of action.
 Work independently with little direction.
 Plan and organize work to meet schedules and timelines.
 Prepare comprehensive narrative and statistical reports.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer and related software.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Working around and with machinery having moving parts at construction sites; contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge A. Aguilar, Superintendent

Date