

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Specialist, Youth Development	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Specialist II	FLSA:	Exempt
JOB CLASS CODE:	6035	WORK YEAR:	12 Months
DEPARTMENT:	Youth Development	SALARY:	Range 5 Salary Schedule A
REPORTS TO:	Director, Youth Development	HR APPROVAL: REVISION:	06-22-10

BASIC FUNCTION:

Assist in the development, coordination, and implementation of the Youth Development, Alcohol, Tobacco, Child Welfare and Attendance, Drug-Free Education, After School, and Foster Youth Programs that meet the educational, health, social services, and other needs of families and children.

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.)

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. **E**

Plan youth development and after school activities and programs at designated school sites. **E**

Initiate and coordinate the following: youth assessments, Youth Development Program Coordinated Compliance Reviews (CCRs), referrals to direct service personnel and linkages to the Student Study Team (SST), Student Assistance Review Board (SARB), and other government and community agencies. **E**

Act as a communication liaison between the school site administration and Youth Development Program staff, the Family Resource Centers, key Multidisciplinary Team partners, and the Director, Youth Development. **E**

Manage designated programs in core areas, such as Tobacco Use Prevention Education (TUPE), drug and alcohol use prevention/intervention, character education, youth asset development and resiliency, after school services, program monitoring and evaluation. **E**

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. **E**

Oversee Student Advisory Councils and Youth Ambassador Programs to promote authentic youth voice throughout the district; expand Youth Ambassador and leadership throughout the district K-12. **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**

Plan staff development activities as related to Youth Development Program services for school staff and Family Resource Center staff. **E**

Coordinate Youth Development and Student Conferences; develop and maintain youth development database. **E**

Coordinate professional development for staff, teachers, and students; assist in coordinating youth interns for the Youth Development Department. **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**

Assist with the preparation and submission of reports as required by the California Department of Education or the funding source. **E**

Assist school staffs in the areas of youth development, parent involvement, and parent education. **E**

Assist in the development and implementation of community-wide youth development projects (i.e., job fairs, health fairs, dental screenings, immunizations, etc.) through coordinating with existing district resources and community resources. **E**

Promote youth development activities and opportunities through newsletters, special announcements, programs, and other marketing methods. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Identify and coordinate funding sources and mechanisms for sustainability. **E**

Assist in identifying the special service needs of identified students and families. **E**

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

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

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and two years increasingly responsible experience in an administrative or supervisory position with a background in community-based organizations or public/private schools.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and coordination of the district Youth Development Programs.

Coordinated Compliance Review.

Budget preparation and control.

Principles and practices of management.

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

School district organization, operations, policies, regulations, and procedures.

Policies, objectives, and terminology of the Youth Development Program.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Assist in the development, coordination, and implementation of the Youth Development, Alcohol, Tobacco, Child Welfare and Attendance, Drug-Free Education, After School, and Foster Youth Programs that meet the educational, health, social services, and other needs of families and children.
Create innovative programming for students.
Establish and maintain effective working relationships with staff, parents, and the 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.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
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.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.