

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

<b>TITLE:</b>	Youth Services Program Associate	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1301	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Youth Development Support Services	<b>SALARY:</b>	Range 51 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	10-12-11
		<b>HR REVISION:</b>	07-13-16

**BASIC FUNCTION:**

Perform highly complex duties and provide assistance related to the implementation of prevention and intervention programs and projects including, but not limited to, youth engagement services, and other special projects; support the goal of improving educational outcomes for students; provide support to Youth Development Specialists as required.

**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.)**

Provide support and communication between the schools, community partners, and the Youth Development Support Services of the Sacramento City Unified School District. **E**

Assist in performing a variety of specialized services and youth development specific activities to identified students and their families including screening, assessment testing, needs appraisal and evaluation, crisis intervention, in-home assistance, case management, tutoring referral, monitoring, implementation of groups and programs, and general support. **E**

Provide case management support to high-risk students, plan and implement groups and activities for high-risk students, manage and monitor minor Youth Development projects as applicable. **E**

Prepare and create statistical and evaluation analysis; prepare summary and evaluative reports; process incident reports. **E**

Convene necessary meetings for support project goals; represent the department and/or unit at community meetings and events. **E**

Maintain confidentiality of privileged information obtained in the course of the work, and participate in school meetings related to case management of identified students. **E**

Make visits to schools and community agencies as needed to meet with students and strengthen collaborative service efforts; confer with teachers and other personnel concerning programs and materials to meet individual student needs. **E**

Work collaboratively with other departments to obtain pertinent information for case files. **E**

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**

Participate in meetings and in-service training programs; assist in organizing and directing enrichment and recreational activities; direct group activities with students as assigned; provide social and emotional support, a friendly attitude, and general guidance. **E**

Perform a variety of clerical duties, such as preparation of instructional and program materials, taking attendance, and maintaining records and files. **E**

Prepare clear and concise reports; organize and conduct presentations, programs, projects, and training involving students, district personnel, and outside agencies; work with multiple community agencies, particularly after school or out of school time programs. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, queries, lists and summaries; operate a variety of office machines and equipment; lift light objects. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Graduation from high school, four years of experience in the field of youth development, social services, and/or prevention and intervention programs, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate’s degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant. Experience must include organizing and implementing creative and effective programs and working with diverse constituencies and cultures. Advanced degrees are preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license; provide personal automobile and proof of insurance. Bilingual preferred. Overall scores in computer software testing program preferred as follows:

- Typing .....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Familiarity with Sacramento neighborhoods, community resources and issues, especially as they pertain to youth culture and youth development, substance abuse, gang activity, and other ”at-risk” behaviors.
- Operation of a computer and related software.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.
- Principles and techniques of interviewing and recording social casework.
- Applicable sections of the State Education Code and other applicable rules, regulations, and laws.
- District policies and procedures related to assigned activities.
- Record-keeping techniques.
- Public speaking techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Identify at-risk or high-risk students, and determine and evaluate needs.
- Listen to students and families with patience and understanding.
- Operate a computer and related software.
- Work with diverse cultures.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Prepare and deliver oral presentations.
- Lift light objects according to safety regulations.
- 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.
- Establish rapport, confidence, and trust with colleagues, parents, students, district personnel, community members, and outside agencies.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office, school site, and home environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information, and make presentations; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date