



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

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and three 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.  
District organization, operations, policies, and procedures on student safety.  
District Organizational Chart  
District hiring practices.  
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:**

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.

*(Former Classification: Specialist II, Youth Development)*