

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Youth Development Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	30
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, plan, organize, coordinate and implement a comprehensive program for Foster and Kinship Youth; promote and implement community-wide youth development and foster youth/kinship programs to meet the educational, health, and social service needs of families and youth participants; plan and coordinate workshops, tutorials and special events to enhance visibility and voice of youth throughout the District; communicate with program participants, parents and families on behalf of the District regarding available resources, programs and services; foster and ensure an ongoing partnership between home and school.

ESSENTIAL FUNCTIONS:

- Organize and advocate for the needs and of foster youth and families; plan youth development activities and after school services and programs at designated school sites; assist in the development and implementation of community-wide youth development projects, including job fairs, health fairs, dental screenings, immunizations) through coordinating with existing District and community resources.
- Serve as primary communication liaison between the school site administration and youth development program staff, the family resource centers, and the Senior Director of Student Services; provide information, resources and referrals to youth, parents and families; serve as a liaison to coordinate with teachers, subcontractors, and volunteers to provide optimum level of service to families, children, youth, and parents.
- Oversee designated programs in core areas, such as character education, youth asset development and resiliency, after school services, program monitoring and evaluation; plan and coordinate workshops, tutorials and community-based resources.
- Initiate and coordinate youth assessments, referrals to direct service personnel and linkages to the Student Study Team (SST), Student Assistance Review Board (SARB), and related government and community agencies.
- Promote youth development activities and opportunities through newsletters, special announcements, programs, and other marketing methods; expand youth ambassador and leadership throughout the District K-12; identify, recruit and document eligible youth.
- Prepare and maintain 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.
- Initiate and receive telephone calls; send and receive emails; provide information and respond to inquiries from school sites, participating youth, parents/families and the public regarding programs and services.
- Establish and maintain a variety of files, logs, schedules and records; collect data and prepare reports.

- Collaborate with other agencies to provide services to identified participating youth and families.
- 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 with students, parents and families on behalf of the District regarding implemented Foster Youth programs and services; support and ensure an ongoing partnership between home and school.
- Develop partnerships with schools, community agencies, state and federal agencies; maintain ongoing contacts for referrals.
- Operate a variety of office equipment including a copier, a computer, assigned software.
- Serve on various community and District committees or organizations in a leadership and advisory capacity on matters relevant to youth development program services and other learning support services.
- Oversee and coordinate staff development activities related to youth development program services for school staff.
- Collaborate and coordinate with school staff in the areas of youth development, parent involvement, and parent education.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Coordinate, plan, develop and oversee the organization and implementation of Youth Development programs and services.
- Recruit, interview and hire subcontractors, volunteers and Youth Development staff.
- 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.
- Operation of computer and assigned software.
- Oral and written communication skills.
- Arithmetic computations.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Verify, balance and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.

- Communicate effectively both orally and in writing.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Bachelor's degree from an accredited college or university with major coursework in education, social services or a closely related field.

Experience: Two (2) years of increasingly responsible experience working in an academic setting.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- Experience in community-based organizations or public or private schools.

WORKING CONDITIONS:

Environment: Indoor/Office environment. Fast-paced environment with changing priorities. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Driving to and from school sites and community events.
- Some climbing and balancing.
- Significant fine finger dexterity.
- Requires 5% sitting, 25% walking, and 70% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.