

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Youth Development Assistant (Grade 50)

DEFINITION:

The Youth Development Assistant provides training, technical assistance, and support to a variety of Student Services programs (e.g., after school, tobacco education, and safety), and supports youth leadership development through recruitment, training, and community outreach efforts; monitors and audits program eligibility, documentation, student and program records and trainings; oversees program volunteers and partners.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Organizes and presents training sessions for students (youth), teachers, advisors, and school district personnel, including but not limited to positive youth development, leadership and advocacy, after school programs, prevention activities (alcohol, tobacco and other drug use prevention) and increasing a positive school climate.

Coordinates planning meetings, county and regional activities and events.

Works with school administrators, community leaders, local law enforcement, and the media to support and promote assigned programs.

Assists school sites and districts with audit requirements for program grant compliance and sustainability.

Prepares detailed and comprehensive reports to document and track programs.

Conducts on-site checks and site visits of school/program operations, documents procedures, and identifies training and technical assistance requirements and opportunities to improve program performance.

Makes presentations to districts, parents, and school groups regarding availability of community resources and to improve mentoring programs.

Maintains compliance with local, State, and Federal funders, ensuring contract deliverables and grant requirements are met.

Cultivates, coordinates, and maintains support for youth development and other drug use prevention activities within the business community.

Develops strategies to identify and disseminate program events throughout the region via fliers, brochures, newsletters, and other methods.

Informs program providers of available local, regional, and statewide resources, events, and opportunities within the region.

Establishes youth-led chapters/youth councils throughout the county in schools and other youth serving organizations.

Facilitates youth-led assemblies and rallies for schools, the recruitment of guest speakers, and the use of varied multimedia equipment.

Conducts cross age mentoring programs between middle school and high school youth.

Assists in providing a networking resource for the community.

Identifies and recruits youth leaders/mentors for youth leadership conference and mentoring programs by contacting and presenting program information to high schools, colleges and universities, private businesses, and community organizations.

Interviews potential youth leaders to assist with conferences and to serve as mentors.

Organizes student recruitment efforts in participating districts.

Maintains and updates parent orientation materials used in student recruitment.

Audits student and youth leaders/mentors eligibility documentation.

Reviews school site records pertaining to students and their families.

Matches students with appropriate mentors based on interests and career/vocational aspirations.

Participates in community organizations as assigned.

Serves as program liaison between participating schools and local colleges/universities, businesses, and community organizations.

Coordinates and assists in the orientation and on-going training of district staff and mentors.

Attends professional meetings for ongoing training, as assigned by program manager.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Incumbents must possess a valid California driver's license at time of appointment.

EDUCATION AND EXPERIENCE:

Training and experience sufficient to demonstrate possession of the knowledge and abilities detailed below. A typical qualifying experience would include: previous work experience with at-risk youth; experience implementing school-based mentoring programs which involve positive youth development; experience planning, organizing, and leading events and activities; experience enlisting and coordinating the school and business communities in the support of activities and events for youth.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The concerns, problems, and common experiences of at-risk students
- Positive youth development practices and techniques
- Alcohol, tobacco and other drug prevention program methods
- School district organization
- The uses of various types of multimedia equipment

ABILITY TO:

- Develop and make oral presentations to groups
- Plan and organize trainings, activities, and events
- Facilitate activities, meetings, workshops, and multimedia events
- Identify and recruit participation and support from the community at large, and the school and business community in particular
- Communicate effectively orally and in writing
- Establish effective working relationships with youth, teachers, administrators and community members of varied cultural, linguistic and economic backgrounds
- Quickly learn the use of a computer and associated software
- Maintain and review records for completeness and accuracy
- Organize and maintain program records and files
- Prepare detailed, statistical reports
- Read, interpret and apply regulations and procedures
- Train and oversee the work of mentors or other temporary staff
- Work with minimal supervision

WORKING CONDITIONS & PHYSICAL ABILITIES:

Incumbents in this classification may be asked to work an alternate schedule as needed, including evening and weekend hours. Indoor office setting and/or training sites. Ability to travel to and from work locations as job requires. Must have access to reliable transportation to be used in the course of work.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, stoop, crawl, stretch, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift computers and program equipment and materials weighing up to 50 pounds.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
3/1992	3/1992	1/93, 5/94, 9/99, 12/02, 6/03, 6/05, 5/07, 10/07, 12/16, 2/19	Non-Exempt	Classified Support Grade 50