MT. DIABLO UNIFIED SCHOOL DISTRICT

Manager Youth Development & Support Services

Under the general direction of the Director, Partnership & MTSS this position will; assist in the facilitation of district wide youth development and support services; provide development, organization, and management of school based TK-12 youth development and support service engagement; provide leadership to district and site staff in developing/maintaining a vision of student learning as it relates to youth, interventions, and opportunities to enhance student success.

Workforce Innovation and Opportunity Act (WIOA) (3277)
Expanded Learning Opportunity Program (2726)

Summary Definition

The Youth Development & Support Services Manager will provide development, organization, and management of school based TK-12 youth development and support service engagements.

Directly Responsible To

Director of Partnerships & MTSS

Examples of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Collaboratively develops partnerships and programming for sustainability with industry partners, schools, local and county collaborative and service providers, workforce development agencies, and post-secondary partners in order to design, implement, evaluate, and improve youth development and support services for students. **E**

2. Maintains inclusive working relationships with youth, school and community personnel and partners, community partners regarding youth development, support services, professional development and planning and problem solving. **E**

3. Supervises and evaluates certificated and classified staff engaging in youth development systems of support including work-based learning, case management, and other programming pertaining to expanded learning with input from the Administrator of Career Pathways, Administrator of Expanded Learning, and Director of Partnerships & MTSS. **E**

4. In partnership with other administrators, oversee and support implementation of various grants related to youth programs, including but not limited to Workforce Innovation and Opportunity Act (WIOA) and various K12 Stronger Workforce Program (SWP) grants. This includes overseeing case management and grant reporting requirements. **E**

5. Supports, develops, and monitors youth development and youth program grant budgets

and monitors expenditures. **E**

6. Responsible for completing and monitoring all local, state and federal youth development and work readiness grants, and submitting all required reports. **E**

7. Recruits and trains youth development and support services staff, in partnerships with district programs, community partners, and post-secondary partners, as needed to maintain appropriate staffing levels. **E**

8. Assists in the planning of district wide professional development, meetings, and events promoting career pathway/linked learning programs and related district initiatives.

9. Attends required local and state meetings regarding youth development and work readiness funding and development, and networks with other programs around the state.

10. Coordinates with other youth development services and programs to minimize duplication of effort and maximize resource utilization.

11. Provides continual support to all sites and is available for site assistance. Visit sites on an ongoing basis.

12. Facilitates, administers, and expands youth development and work-based learning opportunities and experiences for students TK-12.

13. Identifies appropriate technical and computer-related systems/software required for documentation and reporting to funding sources; provides staff with appropriate training.

14. Responsible for the development, implementation and supervision of the youth development and support service programs.

15. Other duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience: Any combination equivalent to: Bachelor's Degree in a related field and at least 5 years experience in youth development, work readiness, and education. Demonstrated interest, ability and involvement with innovative and contemporary education initiatives and programs.

Knowledge of:

1. Ability to exhibit the qualities of leadership essential to the successful administration of a school based youth development and services program.

2. Ability to work with pupils and adults in a supervisory capacity.

3. Ability to exercise good judgment and tact.

4. Ability to cope with emergency situations.

5. Knowledge of basic elements of instruction.

6. Knowledge of effective employee supervision and evaluation procedures and techniques.

7. Ability to speak and write effectively.

8. Ability to work effectively with all segments of the educational community and general public.

9. Knowledge of social, personal, and physical development of children and preadolescents.

10. Knowledge of effective and grade level appropriate teaching and youth development strategies, curricular and enrichment programs and materials.

11. Knowledge of school district operations and procedures.

Skill in:

- Handling confidential information with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy
- Leadership experience of teams and departments

Environment

School and office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Work Year: 238 day **Salary Range: 11**

Board Approved: December 14, 2022