



Position: Director II, Youth Engagement
Department: Educational Services
Reports To: Associate Superintendent, Educational Services

SUMMARY

The Director of Youth Engagement, directs, supervises, plans, and coordinates the development, implementation, and maintenance of youth development and engagement programs and services, that help young people obtain social, emotional, ethical, physical, and cognitive competencies.

ESSENTIAL TYPES OF DUTIES (Examples)

- Provides assistance to the Associate Superintendent, to evaluate program recommendations relative to district-wide initiatives related to youth development and engagement;
- Directs, supervises, plans and coordinates the district-wide youth development leadership and outreach programs; provides leadership to schools and other departments to establish and strengthen youth development programs;
- Collaborates with Educational Services staff to plan and coordinate support to teachers and school site administrators in creating an environment conducive to the achievement of academic, as well as social-emotional, success for all students; creates meaningful, viable, comprehensive, and integrated youth development programs;
- Creates and coordinates meaningful youth development evaluation frameworks and processes; supervises data collection, youth development research, and evaluation activities;
- Works with principals and Associate Superintendent to develop, facilitate, and implement long and short-term plans and activities designed to enhance youth development programs and services;
- Works collaboratively with public and private agencies, community groups, youth, parents, site administrators, and central office personnel in the development, implementation, and evaluation of youth development services; coordinates activities and programs, resolves issues and conflicts, and exchange information; model district standards of equity, ethics and professionalism;
- Identifies and secures funding for youth development activities from local, federal, and private sources;
- Monitors department budget and financial data and authorizes expenditures in accordance with established guidelines;
- Works with Educational Services staff and leadership team to provide coordinated staff development in the areas of youth engagement and development;

- Develops and administers policies and procedures related to youth development programs;
- Develops and implements a meaningful, viable, comprehensive and integrated youth engagement plan;
- Develops and identifies strategies to support youth engagement/youth civic participation;
- Trains staff and leadership in the core tenants and approach of the youth development framework and how to implement in a school-wide manner, to support the infusion of youth development/youth engagement strategies throughout the year;
- Prepares and presents staff reports and other necessary correspondence; attends meetings as directed to present items for Board meetings and/or to provide information concerning projects and related activities;
- Attends conferences, read journals/papers, and attends workshops to remain current concerning trends in youth development, equity, social emotional learning, and student support;
- Collaborates with Educational Services staff and leadership in working with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities;
- Works with youth, principals, and Educational Services staff to develop a system of youth leadership that is actively involved in decision making at both the school site and district level;
- Works with high school principals, community groups, youth, and Educational Services staff central office to continue the development and implementation of the Student Advisory Council and other leadership groups;
- Works with school sites, community groups, and central office to coordinate mentoring projects at school sites in collaboration with expanded learning programs and community partners;
- Supervises and evaluates assigned staff; interviews and recommends candidates for employment;
- Prepares documentation for the purpose of providing written support and/or conveying information; and
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Must have the skills to communicate with individuals from diverse educational and cultural backgrounds; direct and support administrative, instructional and support personnel; planning, organization, control and coordination of youth development and engagement programs; project management, and report writing; policies and objectives of assigned program and activities; budget preparation and control; technical aspects of area of specialty; public school districts, their structures and systems and diverse student populations; applicable state and federal laws, codes, regulations, policies, and procedures; and, and the ability to interpret and present data from a variety of sources.

Abilities: Ability to plan, organize, control, direct, and provide administrative leadership in the development, implementation, and maintenance of youth development and engagement programs; read, interpret, explain, and apply rules and regulations, policies, and procedures; identify and secure funding for youth development activities; establish and maintain effective working relationships with administrators staff, parents, youth, and public; develop and deliver professional development; 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; analyze situations accurately, and adopt an effective course of action; work independently with little direction; 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; and, meet state and district standards of professional conduct as outlined in Board Policy.

Physical Abilities: With or without the use of aids, requires sufficient visual acuity to recognize letters, words and numbers, to read printed materials; sufficient arm, hand, finger, hand/eye coordination and manual dexterity to write, and operate a personal computer keyboard, typewriter, and other office equipment; ability to hear and understand in person and on the telephone; sufficient body movement and mobility to drive an automobile, when required.

Education and Experience: Administrative Services Credential and/or Bachelor's degree and four years of increasingly responsible leadership experience in the development and improvement of youth support and development programs. Bilingual and biliterate skills in English and Spanish are highly desirable.

Licenses and Certificates: TB Test clearance, Criminal Justice Fingerprint clearance, and valid Driver's license.

Board Reviewed: July 22, 2021