

Job Description

Job Title: Youth Development Specialist

Supervisor: Supervisor of Youth Development

Pay Grade: 32

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for assisting the Supervisor of Youth Development with the planning, development, implementation, and monitoring of division-wide youth development efforts, PK-12.

Essential Duties

1. Facilitates opportunities for youth empowerment and contribution through involvement in student organizations, community service, and leadership development opportunities.
2. Collaborates with school staff which may include building administrators, school leadership teams, and building intervention teams in implementing youth development principles and school-based initiatives designed to promote positive school culture, such as bullying prevention, student leadership opportunities, training, and conferences.
3. Assists the Supervisor of Youth Development with the collection of data and evaluation of youth development programs and initiatives.
4. Assists the Supervisor of Youth Development with the planning, delivery, and evaluation of Youth Development professional learning sessions (professional development) for staff.
5. Coordinates the activities of division-wide student groups directed by the Youth Development department, including meeting schedule, communications, special projects, and training.
6. Assists the Supervisor of Youth Development with the maintenance, reporting, and evaluation of student participation data and performance on youth development objectives.
7. Maintains an inventory of youth development materials and resources for use by school staff.
8. Initiates and maintains effective liaisons with community organizations, businesses, universities, and the general public to advance youth development goals.
9. Communicates information about youth development opportunities, including community-sponsored programming to students, families, and school staff.
10. Consults with central office departments to develop youth development initiatives.
11. Manages the Youth Development web site and social media applications.
12. Coordinates development of Youth Development promotional materials with Community Relations and the Print Shop.
13. Maintains division-wide youth development calendar.
14. Promotes and models positive Youth Development tenets through instruction, interactions, and advocacy.
15. Assists with the planning, implementation, and evaluation of division-wide events and recognition activities, such as the STAR Awards and STAND (Award application, sponsored events, etc.).

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other

1. Performs any other related duties as assigned by the Supervisor of Youth Development or Program Administrator.
2. Models nondiscriminatory practices in all activities.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A minimum education level of a Bachelor’s Degree in Education or other relevant field and experience in youth and family services, family support or K-12 education setting. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the community. Must possess excellent written and oral communication skills and the ability develop positive working relationships with a diverse population of students, families, staff and the general public. Proficiency with the use of computer and online applications to collect data, organize, document activities, and produce communications, presentations, and reports is preferred.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels inside buildings, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school setting. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor of Youth Development

This job description in no way states or implies that these are the only duties to be performed by this employee. The Youth Development Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Youth Development or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

01/2020 CR