



## Job Description

**Job Title:** Youth Development Specialist

**Position Code:** 4N21, UN21, MN21

**Job Classification:** Exempt

**Supervisor:** Youth Development Supervisor

**Pay Grade:** 37

**Contract Length:** 245 Days

### Job Summary

Position is responsible for supporting the PK-12 Youth Development programming with leading the planning, development, implementation, and monitoring of division-wide youth development efforts. This position collaborates with the Youth Development Supervisor, to create high-quality youth development programming, coaches teachers and other staff, models positive youth development intervention and prevention strategies, including mentoring, provides feedback to youth development leaders and school administrators, develops program curriculum, provides programming resources, evaluates programming, tracks and reports performance on objectives, including student outcomes, conducts professional development around positive youth development programs and practices, builds and maintains effective community partnerships, and recruits and trains internal and external mentors and other volunteers.

### Essential Duties

1. Coaches and supports youth development school-based staff in the planning, delivering, and assessing of quality Youth Development programming.
2. Plans, models, and co-leads effective lessons with program coaches and mentors.
3. Support includes frequent school visits, observing Youth Development programming to assess need, planning for professional development, oversight of student involvement, and programming efficacy.
4. Facilitates youth empowerment and contribution opportunities through involvement in student organizations, community service, and leadership development opportunities.
5. Collaborates regularly with Youth Development Supervisor and school staff which may include building administrators, school leadership teams, and building intervention teams in implementing youth development programming and school-based initiatives designed to promote positive school culture, such as bullying prevention, student leadership opportunities, mentoring, training, and conferences.
6. Analyzes data to determine benchmarks, establish goals, and monitor performance on strategic goals for Student Success and Student Wellness.
7. Assists youth development school-based leaders in analyzing data to guide continuous improvement and identification of areas of greatest need.
8. Plans, delivers, and evaluates effective regular Youth Development professional learning sessions for staff.
9. Coordinates the activities of division-wide student groups directed by the Youth Development department, including meeting schedules, communications, special projects, and training.
10. Assists the Youth Development Supervisor with the maintenance, reporting, and evaluation of student participation data and performance on youth development objectives.
11. Maintains an inventory of youth development materials and resources for use by school staff.
12. Initiates and maintains effective liaisons with community organizations, businesses, universities, and the general public to advance youth development goals.
13. Assists Youth Development Supervisor with the coordination of training efforts for community-based partners supporting Youth Development programming when needed.

14. Communicates information about youth development opportunities, including community-sponsored programming to students, families, and school staff.
15. Attends and participates in professional development to improve and maintain knowledge of positive youth development evidence-based strategies and theories.
16. Develops and conducts professional development for teachers and staff regarding youth development strategies and best practices at the school and division level.
17. Manages the Youth Development website and social media applications.
18. Coordinates development of Youth Development promotional materials with Community Relations and the Print Shop.
19. Maintains division-wide youth development calendar.
20. Promotes and models positive Youth Development tenets through instruction, interactions, and advocacy.
21. Assists with the planning, implementation, and evaluation of division-wide events and recognition activities.
22. Maintain school-based reports to support program evaluation assessment.

(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 Duties**

1. Performs any other related duties as assigned by the Youth Development Supervisor 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 essential functions.

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

Must possess a Bachelor's Degree in Education or other Human Service field and be eligible for an appropriate Virginia teaching or counseling license. A Master's Degree is preferred. Must possess at least five years of experience in youth and family services, family support, or in a K-12 education setting. Must possess an in-depth knowledge of Positive Youth Development Theory and Practice and effective verbal and in written communication skills. Must possess effective instructional delivery techniques and the ability to guide and train school staff in youth development strategies and practice. Must possess excellent organizational skills and the ability to develop and maintain effective 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 required.

#### **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 Youth Development Supervisor or other 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

Revised 7/2023 LS