



# Job Description

## Equal Employment Opportunity

### PROGRAM SPECIALIST I – YOUTH DEVELOPMENT

<b>DEPARTMENT/PROGRAM:</b> Equity and Support	<b>CLASSIFICATION:</b> Classified Management
<b>DIVISION:</b> Educational Services	<b>SALARY SCHEDULE:</b> Management
<b>REPORTS TO:</b> Assistant Superintendent, Equity and Support	<b>SALARY RANGE:</b> 108
<b>APPROVAL DATE:</b> 4/30/2024	<b>WORK YEAR:</b> 215
<b>REVISION DATE:</b>	<b>FLSA:</b> Exempt

#### **PURPOSE STATEMENT:**

Under the direction of Assistant Superintendent, Equity and Support the incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

- Assists with personnel functions (e.g., participates in selection and training of assigned staff, orientating and coaching new staff, input into employee evaluations, etc.) to enhance productivity of personnel and ensure that objectives of the program are achieved within budget.
- Collaborates with district personnel and external agencies to implement and maintain services and/or programs within established guidelines. such as creating and implementing hands-on, culturally relevant learning activities, youth civic engagement opportunities and college and career exploration.
- Coordinates contracted services, program components, support needs and material to deliver services in compliance with established guidelines such as providing academic, social-emotional, and college and career readiness support to students.
- Develops proposals, new programs, budget, and grants to maintain compliance, meeting regulatory compliance and YCOE goals.
- Evaluates programs and/or projects including hands-on, culturally relevant learning activities, youth civic engagement opportunities and college and career exploration to carry out and achieve objectives within area of responsibility.

- Facilitates meetings, processes, etc. (e.g., trainings, community events, stakeholder meetings, informational sessions, etc.) to implement and maintain programs and services which achieve district's desired objectives.
- Implements assigned programs and/or projects to conform to district and state instructional and/or youth development objectives.
- Maintains a variety of manual and electronic files and/or records (e.g., grant reports, program evaluations, student participation, etc.) to provide up-to-date reference and comply with regulatory requirements and established guidelines.
- Manages assigned activities and/or program components (e.g., budgets, reports, student learning plans, etc.) to coordinate activities and ensure compliance with established financial, legal and/or administrative requirements.
- Prepares a wide variety of written materials (e.g., reports, student activities, correspondence, internal audits, flyers, and social media posts etc.) to document activities, provide written reference, and/or convey information.
- Presents information on a variety of topics (e.g., trainings for staff and students on youth development, civic engagement, college and career readiness, etc.) to communicate information and/or gain feedback including advocating with and for youth at the local level.
- Researches a variety of topics (e.g., current best practices for youth development and college and career readiness, policies, education codes, etc.) to provide information and/or recommendations and/or address a variety of program requirements.

#### **OTHER DUTIES:**

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Planning, organization, and coordination of Youth services.
- Policies, objectives, and terminology of Youth Services Programs.
- Grant writing, fundraising, budget preparation and control.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- County organization, operations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Analyze situations to define issues and draw conclusions.
- Compose a variety of documents.
- Perform basic math, including calculations using fractions, percents and/or ratios.
- Positive youth development framework.

- Culturally affirming practices.
- High school to college and career transition supports.

**Skills and Abilities to:**

- Plan, organize, and coordinate youth services programs.
- Provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of Youth services and programs.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Evaluate and organize work according to specific deliverables.
- Adapting to changing work priorities.
- Analyze data of widely varied types and utilize defined but different processes.
- Prepare comprehensive narrative and statistical reports.
- Building collaborative relationships.
- Facilitating meetings and group discussions.
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Analyze situations accurately and adopt an effective course of action.
- Managing multiple projects.
- Meet timelines and schedules.
- Operating standard office equipment including using pertinent software applications.
- Perform multiple technical tasks with a need to occasionally upgrade skills to meet changing conditions.
- Preparing and maintaining accurate records.
- Problem solving with data frequently requires independent interpretation of guidelines.
- Schedule a significant number of activities, meetings, and/or events.
- Utilize specific, job-related equipment.
- Establish and maintain effective working relationships with a diverse group of staff, parents, and the public.
- Communicate effectively, both orally and in writing.
- Working with frequent interruptions.

**JOB QUALIFICATIONS / REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in job-related area. Job-related experience within a specialized field is required.

**EQUIVALENCY:**

Additional qualifying experience can be substituted for the educational requirement on the basis of two years of closely related experience for one year of education requirement. A minimum of eight (8) years of experience is required.

**LICENSE/CERTIFICATIONS:**

- Valid, current California Driver's License
- Evidence of Insurability

**OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed in a generally hazard-free environment and in a clean atmosphere.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- 50% sitting, 30% walking, and 20% standing.