

## Job Description

**Job Title:** Supervisor of Youth Development

**Supervisor:** Executive Director, Secondary School Leadership

**Position Code:**

**Pay Grade:** 44

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for leading Youth Development which includes, but is not limited to, planning, developing, implementing, and monitoring division-wide student support efforts PK – 12.

### Essential Duties

#### **Provide leadership in core Youth Development and Prevention Supports for all students to include:**

1. Provide regular school-based supervision to ensure alignment and consistency of Youth Development practices.
2. Serve as the program specialist, resource and advisor to teachers, principals, central office personnel, and Youth Development teams.
3. Collect data and evaluate the effectiveness of methods and Youth Development programs to include student participation in clubs, sports and activities. Recommend revisions as needed.
4. Work collaboratively to develop and conduct division-wide professional development to team members, teachers, administrators, and other central office personnel regarding current developments and practices.
5. Act as a liaison between the school, the general public, and local community groups such as universities, businesses and other community youth and education programs, to foster understanding, build relationships, and solicit support for overall program objectives and initiatives.
6. Develop and implement meaningful work-based and service learning experience opportunities through business/industry and community resources.
7. Update, revise, edit, and publish the Rights and Responsibilities Handbook after gathering input from stakeholders.

#### **Supervise the Supplemental Supports that are targeted for individuals and groups of students regarding Prevention and Intervention to include:**

1. Support and monitor the development of Success Plans for students who need additional support with attendance, discipline, and course performance
2. Design and implement school mentorship programs
3. Supervise, oversee, and coordinate all of the school division's due process investigations and hearings to include hearing parent appeals of discipline decisions in schools and preparing responses to parent appeals, complaints and other documents related to discipline cases.
4. Communicate and interpret federal, state, and local school laws and practices related to student discipline, including the state Discipline, Crime and Violence (DCV) report
5. Supervise the collection, preparation, and analysis of discipline data ensure accuracy of data and consistency of consequences.
6. Train school administrators on discipline entry and other procedures regarding student discipline

#### **Coordinate the Intensive Supports that are individualized and focused on intervention to include:**

1. Serve as the liaison to intervention partners such as court services, school security, student support specialists, school counselors, and special education leaders to ensure appropriate supports for students

(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. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in the field.

2. Performs any other related duties as assigned by the Executive Director, Secondary School Leadership.
3. 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 leadership and management experience in a youth and family services, family support or K-12 educational setting. Master’s Degree and experience in school leadership preferred. Ability to articulate a vision and implementation plan and process about preparing youth for the future (from social, economic, and cultural perspectives) to school division leaders, partners, and the community itself. Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development. Must possess the ability to establish and maintain effective working relationships with administrators, teachers, students, the community and administrative staff. Must possess excellent oral and written communication skills, and the ability to develop positive working relationships with a diverse population of students, parents, community college faculty, staff, administrators, and the general public. Must possess skills in the use of personal computers to input data, track participants, organize, document activities, and produce reports.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. 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 terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; 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 environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director, Secondary School Leadership

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Youth Development will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Secondary School Leadership 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

Revised 07/2019 CR