

DIRECTOR OF YOUTH ENGAGEMENT AND CULTURAL RELATIONS

Code No.: 4-18-536
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a school district responsible for the overall management and direction of student and family support services to assist students to become fully equipped to engage constructively as academic achievers in school and citizens in the community. Duties include developing effective mentorship programs, promoting culturally specific curriculum and social/emotional programs, and facilitating and/or recommending appropriate leadership development activities. The employee reports directly to, and works under the general supervision of the Deputy Superintendent or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, implements and evaluates supervised student programs and services;

Provides leadership in the innovation and promotion of new strategies to initiate student engagement;

Serves as liaison for school district on culturally-related community issues;

Provides recommendations and updates to Deputy Superintendent on activities and emerging issues;

Coordinates and facilitates communications with government agencies promoting school and community relations;

Provides program management of programs designed to support and prevent students from engaging in negative behavior that can lead to academic and civil disengagement;

Implements systems and structures to encourage effective communication between parents, families and district for successful participation in events;

Maintains and improves partnerships with community-based organizations;

Chairs monthly Key Leaders meetings to gather and distribute feedback to community leaders regarding strategies to reduce chronic absence across the district;

In collaboration with the Director of Athletics plans, coordinates, and facilitates a summer leadership camp for students transitioning to the seventh (7th) grade;

Oversees staff who work with school principals to establish student government organizations and the coordination of an annual cultural enrichment field trip for Student Leadership Congress program participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of effective management techniques in an educational setting; thorough knowledge of local, state and federal legislation and regulations impacting youth and family services; good knowledge of cultural competence; good knowledge of youth development and family support systems; good knowledge of budget development, grants and fiscal management; working knowledge of local community agencies and programs; working knowledge in conflict prevention and resolution; ability to design, develop, implement and assess service delivery programs;; ability to communicate both orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus four (4) years paid full-time or its part-time equivalent experience in a supervisory or administrative capacity responsible for developing, organizing and implementing youth* leadership programs or corporate leadership development activities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus six (6) years paid full-time or its part-time equivalent experience in a supervisory or administrative capacity responsible for developing, organizing and implementing youth* leadership programs or corporate leadership development activities; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Youth is defined as a person having an age of, or between seven (7) and twenty-one (21).

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: August 3, 2017
REVISED: February 8, 2018