



JOB DESCRIPTION

JOB TITLE: Program Administrator I, Youth Development

SUPERVISOR: Executive Director,
Youth Development

POSITION CODE: 1E08, AE108

PAY GRADE: 37S

JOB CLASSIFICATION: Exempt

CONTRACT LENGTH: 245 Days

JOB SUMMARY

Position is responsible for developing and implementing school division program which strengthens youth-adult partnerships and facilitates authentic youth engagement at the individual school and school division level. Position works with adults and students to initiate and sustain partnerships which provide youth opportunities and vehicles to advise on, implement, and evaluate effective programs and policies for youth. Position coordinates within the school division to promote youth development.

ESSENTIAL DUTIES

1. Conducts assessment of youth needs and strengths using a variety of qualitative and quantitative research.
2. Develops and implements youth development programs to meet youth and school division needs based on sound principles and practices; designs programs that appeal to and attract youth; writes service methodology using a strengths-based approach and best practices.
3. Identifies and trains adults to function as the primary contacts and support for on-going youth-adult partnerships in schools and departments on the principles of Youth Development and youth-adult partnerships.
4. Schedules and participates in work groups established to support and promote programs and services for youth; identifies potential external partners to participate in joint Youth Development initiatives.
5. Provides on-going technical assistance to ensure that youth are authentically engaged at the individual school and school division level; develops and implements rubric to conduct an annual evaluation of the authenticity of youth-adult engagement
6. Prepares and monitors the program budget and seeks outside funding; seeks grant opportunities from a variety of public and private sources; prepares grant narratives inclusive of demographic and other data describing funding needs; prepares program budgets and budget narratives based on projected cost; submits complete and timely grants to grantor entities.
7. Communicates with internal and external audiences on local and state to articulate information regarding the youth development program.
8. Prepares necessary reports.
9. Models nondiscriminatory practices in all activities.

OTHER DUTIES

1. Initiates and maintains effective liaisons to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Superintendent.

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 accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED)

Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in social work, public administration or a related field. Must have a minimum of 3 years experience in social services program administration with at least two years in programs specifically related to youth. Ability to read various reports, memos, articles, requests for proposals, research studies from other departments, inter-agency, professional journals and vendors. Ability to write documents, including reports, service methodologies, grant proposals, letters and other related business documents. Valid Virginia Operator's Driver's License. Ability to conduct research, analyze findings based on multiple data sources; prepare and present clear and precise recommendations and reports. Must possess excellent leadership, management, and communication skills. Must possess the ability to speak effectively before large groups and high level executives. Must possess the ability to establish and maintain effective working relationships with youth, school division officials, staff, and the public.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Executive Director, 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 Program Administrator I, Youth Development will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Youth Development. 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 have received and read this job description

Employee Date

Prepared by: epa2
Issue date:
Revised date: 6/10 (BB)