



Job Description

POSITION TITLE:	Coordinator IV, YouthBuild YouthBuild San Joaquin County Operated Schools and Programs	#6138
SALARY PLACEMENT:	Management Salary Schedule Range 14	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor’s Degree. Possess a California teaching credential and an Administrative Services Credential. Experience working in youth development and community service, and experience in a school setting.

DESIRABLE QUALIFICATIONS—EDUCATION AND/OR TRAINING:

Five years of experience working in youth development and community service, with at least three years in a school setting. Understanding of YouthBuild programs. Experience implementing complex youth programs; maintaining compliance with federal and state guidelines, writing reports and managing budgets, researching and writing grants; and developing and maintaining partnerships with business, industry and community-based organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to create and follow policies and procedures. Ability to delegate and hold accountable those responsible for carrying out the policies and procedures. Ability to operate a computer and knowledge of assigned software, and grant-related information systems. Ability to be flexible based on program needs. Ability to manage and interpret data to achieve maximum performance outcomes. Ability to oversee and manage budgets. Possess a valid California driver’s license and proof of liability coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to manage the YouthBuild program, including supervision of outreach, recruitment, eligibility determination, assessments, development of Individual Service Strategies, case management, construction training program, leadership development, and community partnerships. Ability to supervise the implementation of random drug testing and SBIRT substance abuse intervention program. Ability to work collaboratively with construction partners to train youth on building affordable housing. Ability to manage multiple partnerships with the building trades to facilitate direct entry into apprenticeship programs. Ability to manage business partnerships brokered by YouthBuild USA to support YouthBuild programs locally and in the West Coast region.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the general direction of the Assistant Superintendent of County Operated School and Programs, the Coordinator IV independently performs a variety of duties related to implementing the YouthBuild grant. Serve as the liaison between county office of education and Department of Labor, YouthBuild USA, and other granting agencies. Supervise enrollment, training, and exiting of YouthBuild participants. Ensure full compliance with grant requirements for YouthBuild programs. Maintain detailed documentation of grant deliverables. Write monthly, quarterly, or annual reports as required by the grant. Attend partner meetings and trainings required by the granting agency. Serve as the West Coast representative for industry partnerships brokered by YouthBuild USA. Coordinate the career development program included in the MOU with Greater Stockton Chamber of Commerce. Work collaboratively with Greater Valley Conservation Corps on community projects.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, state, and national meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Organize and manage implementation of YouthBuild grant; monitor daily operations to ensure full program compliance with grant requirements.
14. Serve as liaison and main point of contact between county office of education and corresponding granting agencies.
15. Ensure the YouthBuild model is being implemented.
16. Monitor enrollment and exits of YouthBuild participants to ensure maximum performance outcomes.
17. Oversee and manage YouthBuild budget.
18. Enter data into grant information systems, analyze performance, and write required quarterly and annual performance reports.
19. Oversee and manage the random drug testing and SBIRT program.
20. Work with program partners to achieve grant deliverables related to construction and direct entry apprenticeship agreements.
21. Develop systems to improve program operations, coordination and collaboration among staff and partners.
22. Represent YouthBuild at meetings related to apprenticeships, career and technical education, and state and national YouthBuild committees.
23. Serve as the West Coast representative for any business partnerships brokered by YouthBuild USA to support YouthBuild programs both locally and through the West Coast region, including conference calls, organizing and supervising events, collecting data, and writing required reports.
24. Research and write new grants to support continuance of YouthBuild.
25. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in the position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff and the public in diverse locations, such as school sites and office buildings.