

**Livermore Valley Joint Unified School District
Job Description**

TITLE: YouthBuild - Program Manager

REPORTS TO: Assistant Superintendent of Educational Services

BASIC FUNCTION:

This position will serve as the Program Manager for YouthBuild: Project Hope. This position serves these two critical roles, which are essential to the success of Project Hope. This position provides programmatic management oversight of the YouthBuild program, overseeing counseling and case management, vocational training, educational activities, leadership development and civic engagement components. This position also manages required partnerships, seeks additional leveraged resources and ensures full success of YouthBuild participants and program outcomes. This position may be filled by an Administrator.

REPRESENTATIVE DUTIES:

- Manages the various program components including, but not limited to, education, vocational training, counseling, and case management, placement, leadership development, and civic engagement.
- Supervises daily staff activities to ensure effective and efficient services are provided to YouthBuild participants.
- Manages the activities and operations of the YouthBuild program, and related projects and initiatives.
- Responsible for making programmatic decisions, which benefit the program and participants.
- Addresses compliance and performance matters as related to Workforce Innovation and Opportunity Act (WIOA), Youth, and Department of Labor (DOL) standards and regulations.
- Provides management oversight to ensure updated data in DOL YouthBuild Management Information System is maintained to full compliance.
- Manages the assessment of work readiness needs of YouthBuild participants to ensure necessary resources are provided to meet such needs.
- Establishes and maintains necessary and required partnerships to ensure requirements of the program are fully met.
- Seeks additional partnerships for purposes of leveraging resources for program and participants.
- Builds and sustains workable partnerships with community organizations and federal, state, city and county agencies.
- Manages the implementation of new career pathways/partnerships by establishing and maintaining positive relationships with essential education entities, non-profit agencies, faith-based agencies, private-sector businesses, etc.
- Presents to and speaks with various organizations about the Youthbuild program and follows up when necessary.
- Oversees the process of marketing Youth employment and training programs to potential employers; develops and facilitates YouthBuild presentations.
- Conducts workshops to businesses and community organizations interested in providing work

experiences, internships, job shadowing activities, mentors, etc.

- Works closely with the Fiscal department to ensure full budgetary compliance with WIOA and grant funding.
- Ensures grant match requirements are met and adequately recorded and stored.
- Writes and participates in solicitation of grant applications for, but not limited to, DOL ETA YouthBuild, YouthBuild USA, AmeriCorps, etc.
- Manages and coordinates the monitoring of the program as determined by the Federal Project Officer, DOL, DETR, and/or Workforce Connections.
- Ensures corrective action plans and responses are adequately and appropriately submitted and implemented.
- Ensures DOL YouthBuild performance measures are exceeded and evaluates performance outcomes annually.
- Coordinates various resource information to analyze performance data, Workforce Connections' policies and procedures, and federal regulations that impact the planning and evaluation of Workforce Connections' YouthBuild program.
- Develops strategies for the pursuit of YouthBuild grants utilizing best practices and research. Coordinates YouthBuild Council efforts, programs, agenda items for discussion and possible action.
- Prepares and presents timely updates, reports and other necessary communications to the key partners and stakeholders..
- Serves as a YouthBuild program representative of Workforce Connections in all capacities to outside entities, such as colleges, training institutions, businesses, and other interested parties.
- Oversees the coordination and/or attends conventions, expos, trade shows, conferences, and various public events.
- Plans, administers and prepares a variety of narrative and statistical reports.
- Manages confidential information and regular and consistent attendance.
- Performs other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Strong commitment to helping young adults succeed in an innovative program to re-orientate their lives and nurture their leadership skills.
- Ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people.
- Knowledge of human service, health, court, and criminal justice systems' programs, regulations, and procedures.
- Excellent interpersonal and problem-solving skills.
- Requires the ability to relate to a wide range of issues, people, and institutions with an ability to exercise sound judgment and discretion; ability to understand issues facing young people in the community where the program is located; ability to exhibit excellent public speaking, listening, and written communication skills; ability to maintain sense of humor and non-judgmental attitude.
- Independently perform difficult administrative and analytical activities in the area of work assigned, involving the use of independent judgment and personal initiative.
- Interact with a variety of individuals from varying socioeconomic, ethnic, and cultural backgrounds in

sensitive or difficult situations.

- Plan, implement and evaluate the achievement of goals, objectives and work plans, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships with those contacted in the course of work, perform public presentations, organize and perform functions effectively and in a timely manner, display excellent interpersonal skills, deal with unexpected problems and be solution oriented.
- Requires repetitive movement, sitting, writing letters and memos, face-to-face discussions with individuals or teams, use of electronic mail, telephone conversations, contact with others (face-to-face, by telephone, or otherwise).
- Requires the opportunity to make decisions without supervision, freedom to determine tasks, priorities, and goals, repeating the same physical activities or mental activities over and over.
- Requires being exact or highly accurate, requires meeting strict deadlines.
- Requires work with external providers, customers or the public, work with others in a group or team, coordinating or leading others in accomplishing work activities.

Desired Qualifications for Education and Experience:

- 5+ years of being in a leadership role
- 3+ years of experience in a principal, vice principal, or master teacher role
- Bachelor's degree or higher or equivalent
- CA Administrative Services Credential
- Experience working with CTE programs, if preferred.
- Requires the willingness and desire to teach young people about service systems and decision making processes; requires the willingness to learn from young adults and the ability to work collaboratively and as part of a team.

PRE EMPLOYMENT:

- Fingerprint clearance
- TB clearance
- Must possess a valid state driver's license and maintain the license throughout employment.

WORKING CONDITIONS:

Environment – Work will take place primarily at the LVJUSD Youthbuild Construction site, Del Valle Continuation School, Livermore Adult School, job sites, Las Positas College, and throughout the community. Other activities at differing offices, campuses and off-site environments will also be required. Therefore, driving a vehicle to conduct work is a necessity for this position.

Physical Abilities – Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

TERMS OF EMPLOYMENT:

- 210 Days
- Leadership Team Salary Schedule: Category 2
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with agreements between the Supervisory Group and the Livermore Valley Joint Unified School District

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting				X	
Lifting (to 50 lbs.)		X			
Bending				X	
Twisting			X		
With both hands:					

Manipulate small objects				X	
Holding, grasping, turning			X		
Eye/hand coordination				X	
Picking, pinching, fingering			X		
Hearing with both ears:					
Near					
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more		X			
See up, down, left and right				X	
Speech and Language:					

Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone					X
Short-term memory recall					X
Long-term memory recall					X
Reading					X
Writing					X

Completion by Human Resources

Board Approval Date -
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: