

Sacramento County Office of Education Job Description

Classification Title: Director I, Youth Leadership Initiatives

DEFINITION

Under general supervision, provides strategic leadership and coordination of youth leadership initiatives, including student advisory bodies, youth fellowship programs, and youth engagement activities, including civic engagement; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Youth Leadership and Engagement

- Leads the development and implementation of student advisory activities for district and county students to elevate youth voice, promote civic leadership, and influence educational policy;
- Facilitates collaborative planning and implementation of activities to support student advisory goals, including community-building, enrichment opportunities, and access to prevention and intervention resources;
- Provides guidance, coaching, and support to students in developing and presenting their concerns and ideas to peers and administration;
- Leads SCOE youth leadership initiatives, setting strategic goals, operational frameworks, and evaluation methods to enhance youth engagement in education governance initiatives;
- Coordinates recruitment for youth leadership initiatives across departments, ensuring alignment with organizational priorities and providing coaching and professional development;
- Designs and delivers onboarding, development activities, and mentorship experiences that foster youth well-being, leadership capacity, and readiness for advisory roles;
- Serves as a liaison between youth, community partners, and SCOE programs to facilitate communication, resolve issues, and ensure collaborative alignment;
- Develops and implements strategies to foster community and belonging among youth, including networking events, workshops, and team-building activities;
- Promotes peer-to-peer collaboration, cultural competence, and inclusive practices to strengthen fellows' social and interpersonal development;
- Coordinates professional learning, mentorship, and development opportunities that enhance youths' personal growth, leadership skills, and civic engagement;
- Identifies and promotes pathways for youth into leadership roles and expanded opportunities for growth;
- Prepares and maintains reports and documentation related to program engagement, outcomes, and continuous improvement;
- Supports and promotes SCOE scholarship opportunities and facilitates the award process.

Youth Leadership Projects and Initiatives Management

- Serves in an advisory capacity and provides technical expertise, information, and assistance to Administration regarding the development of Youth Leadership projects and emerging initiatives;
- Leads and coordinates Youth Leadership project activities in collaboration with cross-departmental teams, school site teams, and external partners;
- Analyzes and monitors projects and initiatives to inform and support continuous improvement efforts that enhance organizational effectiveness and student outcomes;
- Establishes and maintains collaborative partnerships with external partners;
- Attends and facilitates meetings with internal and external partners;
- Leads the development and maintenance of reports, records, and documentation related to assigned projects;
- Assists in the development of funding opportunities and grant proposals to support programs and initiatives;
- Selects, trains, supervises, and evaluates assigned staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California Pupil Personnel Services Credential authorizing School Counseling or School Social Work or valid California Teaching Credential based on a bachelor's degree and student teaching required; California Administrative Services Credential desired;
- Experience working directly with students to support leadership, engagement, and social-emotional development, including providing guidance, mentorship, or professional growth opportunities required;
- Experience in establishing and facilitating collaborative partnerships, project management, and the development, coordination, and evaluation of student leadership, youth engagement, or educational programs desired.

Knowledge of

- Student leadership, youth engagement, and civic participation programs and practices;
- Principles and practices of program development, implementation, administration, and evaluation;
- Principles of youth and adult learning theory;
- Strategies for coaching, mentoring, and developing student leaders and early career professionals;
- Effective leadership, facilitation, and goal-setting strategies;
- Methods to promote cultural competence and inclusive leadership practices;
- Effective communication and collaboration strategies for working with diverse groups;
- Principles and best practices related to data collection, analysis, and data-driven decision-making;
- Laws, codes, regulations, and policies applicable to student programs, youth services, and education initiatives;
- Funding, budget development, and principles of grant writing and management;
- Effective staff supervision and evaluation methods;
- Standard office equipment, software applications, and video conferencing platforms.

Skill and Ability to

- Provide positive leadership;
- Plan, develop, implement, and evaluate student leadership initiatives, projects, and professional learning opportunities;
- Develop measurable goals and objectives, set priorities, and evaluate progress toward achievement;
- Collect, analyze, and interpret data to ensure continuous program improvement;
- Analyze situations accurately and adopt an effective course of action;
- Understand and interpret to others complex laws, regulations, policies, and guidelines;
- Exercise a high degree of judgement and utilize various strategies in working with various educational partners;
- Lead and facilitate meetings, workshops, and collaborative processes to support shared goals;
- Establish and maintain positive, cooperative, and effective working relationships and communication with individuals and groups from diverse backgrounds;
- Organize and prioritize work;
- Communicate accurately and effectively in both oral and written form;
- Model strong interpersonal skills using tact, patience, courtesy, and culturally responsive supports;
- Prepare and maintain schedules, reports, and documentation related to program activities;
- Prepare, monitor, and maintain budgets;
- Operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

10/2025