

Job Description

Job Title: Executive Director of Youth Development & Family Engagement

Position Code:

Job Classification: Exempt

Supervisor: Superintendent

Pay Grade: 53

Contract Length: 245 Days

Job Summary

The Executive Director of Youth Development, Family & Community Engagement is responsible for providing strategic leadership, coordination, and oversight of division-wide initiatives that support student development, family engagement, and community-based learning opportunities. This role ensures that students and families are supported through integrated services that align with the division's priorities. The Executive Director supervises the Director of Youth Development and Family Engagement and works collaboratively with schools, departments, and external partners to promote student success.

Essential Duties

1. Lead the planning, coordination, and evaluation of division-wide programs focused on youth development, family engagement, and community-based student support.
2. Oversee and implement programs and support department leaders with implementation of initiatives that promote student well-being and achievement.
3. Develop and monitor strategies to increase meaningful family participation and partnership in support of student learning and school success.
4. Partner with community organizations to extend learning, mentoring, and wraparound services for students and families.
5. Oversee division efforts related to mentoring, extended learning programs, student success planning, and discipline supports.
6. Ensure structures are in place to support students requiring intervention in areas such as attendance, behavior, and academic performance.
7. Monitor and analyze student participation, behavior, and engagement data to inform continuous improvement and equitable practices.
8. Ensure accurate and consistent reporting of discipline, extended learning, and family engagement metrics.
9. Oversee due process procedures related to student discipline and appeal processes in collaboration with school leadership.
10. Ensure division policies and procedures are up-to-date and compliant with local, state, and federal regulations.
11. Collaborate with departments such as student services, special education, counseling, and school leadership to ensure coordinated supports for students and families.
12. Facilitate engagement with juvenile justice, social services, and community partners to address student and family needs.
13. Lead and support professional development opportunities for school-based and central office staff on topics related to youth development, engagement strategies, and restorative practices.
14. Develop and manage departmental budgets and oversee the allocation of resources to support assigned programs.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain current knowledge in the field.
2. Performs any other related duties as assigned by the Executive Director, Secondary School Leadership.

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

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Master's degree in education, educational leadership, social work, or a related field; doctorate preferred with leadership and management experience in a youth and family services, family support, or K-12 educational setting. At least five years of successful leadership experience in youth development, student support, or family engagement within a school district or youth-serving organization. Demonstrated ability to lead collaborative initiatives and manage diverse teams. Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development and family engagement. Must possess the ability to establish and maintain effective working relationships with administrators, teachers, students, the community, and administrative staff. Strong knowledge of student support systems, family engagement frameworks, and community partnership models. Experience with data analysis and program evaluation to guide decision-making. Must possess excellent oral and written communication skills, and the ability to develop positive working relationships with a diverse population of students, parents, community college faculty, staff, administrators, and the general public. Ability to build trust and work effectively with families, educators, and external partners.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: ?

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director of Youth Development and Family Engagement will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. 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 acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

06/2025 JSA