

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TITLE: ASSISTANT DIRECTOR, YOUTH JUSTICE PROGRAM

RANGE: 28

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under general direction of the Director, Restorative Justice and Other Off Campus Programs, plans, organizes, oversees, coordinates and manages the operational, instructional and student support services of the Youth Justice Program; participates in the development of policies and strategies for program operations; manages the effective use of District and program resources to improve organizational productivity and customer service; provides highly responsible and complex professional-level support to the Director, Restorative Justice and other Off-Campus Programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an academic administrator classification that exercises independent judgement, initiative, and discretion related to the Youth Justice Program. The incumbent is responsible for planning, organizing, reviewing, and evaluating the operations, services, and activities of the Youth Justice Program, performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, manages, and oversees the daily functions, operations, and activities for the Youth Justice Program; plans, directs and coordinates the work of assigned staff, faculty and instructors. **E**
2. Manages and participates in the development and administration of the department's annual budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments, as necessary. **E**
3. Recommends instructional programs and student services offerings; assists in facilitating new program and curriculum development, student support services and other approaches to accelerating student

- progress; recommends faculty assignments and schedules. **E**
4. Manages and participates in the development, administration, and coordination of program budgets; participates in the forecast of funds; monitors and approves expenditures; requisitions instructional supplies and capital outlays; implement budget adjustments. **E**
 5. Facilitates, develops, and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the Youth Justice Program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director. **E**
 6. Participates in the selection, training, and motivation of assigned program staff; evaluates and reviews work for acceptability and conformance with program standards, including project priorities and performance evaluations; works with employees on performance issues; recommends discipline and termination procedures; responds to staff questions and concerns. **E**
 7. Manages the development and preparation of grant proposals; provides oversight of grant funded programs and activities of the Youth Justice Program. **E**
 8. Establishes and maintains relationships with District officials, community leaders, various businesses and organizations, and related correctional agencies to encourage participation, and stimulate interest in the Youth Justice Program and activities. **E**
 9. Assists Director, Restorative Justice, and other Off-Campus Programs in maintaining compliance with District and state regulations, rules, laws, codes, and safety standards; provides accurate reporting of program data such as expenditures, annual plan, governance plan, assessment plan, and performance reports to state regulatory agencies. **E**
 10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of higher education and workforce development related to systems-impacted, current, and formerly incarcerated populations.
 11. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director.
 12. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.

- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Financial and public relations issues associated with the management of District functions and programs.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Youth Justice Program.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Develop, implement, and evaluate programs and services using research, analysis, and evaluation of new service delivery methods, procedures, and techniques.
- Effectively manage priorities in complex and diverse operational units.
- Monitor changes in regulations and technology that may affect operations.
- Respond to difficult and sensitive student and faculty inquiries and complaints and assist with resolutions and alternative recommendations.
- Provide leadership by establishing, maintaining, and fostering positive and effective working relationships with all stakeholders, including faculty, students, administrators, support staff, correctional partners, and the community.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Effectively represent the District in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations, including correctional partners.
- Prepare clear and concise reports, correspondence, oral reports, policies, procedures, and other written materials using appropriate English grammar and syntax.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Effectively use computer systems, software applications relevant to work performed, and modern

business equipment to perform a variety of work tasks.

- Understand scope of authority in making independent decisions using tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

EDUCATION AND EXPERIENCE

Master's degree in any academic area; **AND** one (1) year of formal training, internship or leadership experience reasonably related to this administrative assignment. Experience working with currently incarcerated youth is desired.

LICENSES AND OTHER REQUIREMENTS

Incumbent must be able to pass a comprehensive background investigation that provides access to restricted federal and state installations (military, corrections, etc.).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that 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 to perform the essential job functions.

Environment: Employee's work in office, classroom, highly secure and restricted zones, and outdoor environments with moderate to loud noise levels, controlled and uncontrolled temperature conditions, and potential direct exposure to hazardous physical substances. Employees may interact with members of the public, staff and students under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. Employee may be exposed to high-level security environments while administering various off-campus programs associated with this assignment and must be able to work in situations in which the life, safety, or health of self or others is at risk.

Physical: Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to visit various District operational and meeting sites; speech to communicate in person and over the telephone. This position performs work in an office environment and at various field sites where standing and walking between work locations is regularly required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Vision: Read printed materials and a computer screen and to observe athletic activities and competitions.

Hearing: Hear in the normal audio range with or without correction.

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Gallagher (formerly Koff & Associates)