

# **SAN MATEO COUNTY OFFICE OF EDUCATION**

## **CLASS TITLE: YOUTH DEVELOPMENT & SAFETY SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of an assigned administrator and in collaboration with the Safe and Supportive School team, organize various activities and programs to promote and reinforce a positive school climate; provide mentorship to students in modeling appropriate conduct, teaching and fostering healthy life skills and assisting students with behavioral and school performance issues; provide security, safety and protection to students, personnel, equipment and property; enforce laws and regulations; and respond to emergency situations. Incumbents in this classification will provide service internally to school programs within the County Office, and externally to public schools and school programs within San Mateo County.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Facilitate experiential activities centered on issues relevant to the social and emotional development of students; conduct and lead team-building activities to develop and enhance student social skills, to build confidence, and to teach life skills in a safe and supportive environment

Serve as a resource for individual students to discuss issues, provide information and make referrals to appropriate personnel; utilize strategies to mitigate and de-escalate conflicts between student to student, student to staff, and between other individuals on campuses

Assist students in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques; participate in the training of students and staff in conflict resolution strategies and mediation techniques

Consult with teachers, administrators, and other staff regarding specific social, emotional, academic and behavioral needs of individual students on the risk of dropping out; evaluate and make recommendations in developing and implementing an appropriate, healthy and effective plan for students; assist in identifying problems contributing to students' attendance issues as well as the development and implementation of programs and incentives to provide students opportunities to improve their attendance

Assist students in completing classroom assignments, homework and projects in various subject areas; assist students by answering questions, providing proper examples, emotional support, and general guidance; explain and assist students with understanding homework instructions

Participate with

unsafe conditions, illegal acts and unauthorized persons on and

