



Town of Danville

SCHOOL PROGRAM COORDINATOR

DEFINITION

The School Program Coordinator plans, implements and evaluates programs, services and events for elementary school students and their families in the areas of making responsible choices and developing life skills. The position also serves as a Town representative to enhance the relationship between the Police Department and the School District and community-at-large.

COMPENSATION

The current salary range for this 37.5 hours/week position is \$3,694 - 4,978 per month.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision of the Assistant Town Manager, with support from the Chief of Police. Provides direct supervision to other program personnel and volunteers, as needed.

ESSENTIAL JOB DUTIES

- Partner with the San Ramon Valley Unified School District in developing and implementing educational programs for elementary school students that promote responsible decision-making, development of positive and productive life skills particularly related to tobacco, alcohol and drug resistance, and knowledge of personal safety strategies; develop and provide presentations for teachers and parents; attend school and community special events, as needed.
- Represent the Town, and especially the Police Department, to citizens, school and parent groups, and community organizations; serve in a liaison role, as assigned.
- Provide education to Danville families, youth and parent groups and schools related to positive youth development and appropriate behavior; provide training to school staff regarding their role in emergency situations on campus and children's safety.
- Collaborate with the Youth and Teen Program Coordinators in identifying the needs of elementary students and their families that can be met through current or future Town programs and services; jointly develop and implement programs, services and events for Danville youth and their families; provide training in areas of expertise to other Town staff.

- Supervise participants in the juvenile diversion program; complete monthly Department of Justice register regarding juvenile offenders.
- Assist in criminal investigations involving juveniles, as needed.
- Prepare correspondence and public information in a variety of forms.
- Maintain accurate records and compile program information and data; contribute to periodic and annual Town reports.
- Work a flexible schedule, including nights and weekends, as needed.
- Perform other duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Child and adolescent development; contemporary issues facing youth.
- Group dynamics, facilitation and interviewing concepts and techniques.
- School government and penal codes; law enforcement procedures pertaining to arrests.

Ability to:

- Effectively develop, implement and evaluate innovative programs.
- Demonstrate effective oral and written communication skills; develop positive relationships with program participants, the general public, and Town and School District officials.
- Serve as a role model for youth.
- Successfully pass a background check including D.O.J. fingerprinting and reference checks.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum three (3) years full-time related professional experience or any combination of such full-time experience and part-time experience. Background in law enforcement is preferred.

Education: Bachelor's degree in Justice Administration, Education, Counseling, Child/Youth Development, Psychology or other related field; equivalent combination of education and experience to effectively perform the essential duties of the position.

Licenses: Possession of a valid California State Driver's License; First Aid and CPR certification.