



CHARTER SCHOOL

YouthBuild Philadelphia Charter School
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Job Title: Director of Workforce Development

Full-Time

Supervisory Responsibilities: Yes

YouthBuild Philadelphia Charter School

[Location: Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Responsibilities and Duties

Leadership

Develop a positive culture that promotes continuous student growth and staff development. Articulate and model a clear vision of the school's culture that involves students, families and staff.

- **Results Orientation** Develop and communicate a department vision, set department objectives and follow through to achieve results. Support the development and monitoring of department scorecards.
- **Perspective** Monitor trends affecting the organization, encourage staff input, accurately differentiate between important and unimportant issues. Lead department meetings and, when applicable, all-staff conversations.
- **Support** Build trust and inspire staff to overcome challenges. Address concerns to prevent conflict or decrease in motivation.
 - Ensure that department staff are active, contributing members of Graduation Pathway Support (GPS) team meetings, GPS Advisory, and Graduation Pathways activities, and they work between meetings to be prepared to provide updates and manage GPS role(s).
 - Ensure that department staff are active members of our school community by greeting students and staff, addressing issues in common spaces, engaging in village meetings, and attending community building events.
 - Ensure that department staff build meaningful relationships with their mentees through consistent outreach and contact including phone calls, texts, actions plans with follow-up, and other activities, and for post-program mentees they know year 1 & 2 progress, career interests, and life outside of YouthBuild - guide and support them in their efforts.
 - Ensure that department staff submit paperwork accurately and on-time, and are present and engaged in school meetings and professional development.
- **Collaboration**
 - Facilitate opportunities to strengthen programming through school and community partnerships.

- Develop and maintain partnerships to ensure hands-on, real world learning worksite experiences for students and opportunities for students to gain industry experience.
- Work closely with Post-Secondary Director to align, develop and maintain school year pre-apprenticeship programming and experiences with post-program year industry and post-secondary opportunities.
- **Communication**
 - Use effective communication to build commitment for established department goals. Participate with the school's program team in planning and decision-making process.
- **Diversity**
 - Build an empowering environment to support diverse staff. Support the school effort to deepen our identity as a social justice organization.

Resources and Operations

Ensure processes and systems are in place that result in well-organized work routines

- **Resource Management**
 - Leverage staff and financial resources. Develop and manage department budget to support performance and outcomes.
 - Complete administrative functions including; authorizing timesheets, approving personal and sick time requests, and approving check requests.
- **Grant Management**
 - Ensure organizational compliance with relevant guidelines, mandates and reporting responsibilities.
- **Time Management**
 - Schedule individual and department time that influences school performance

Teaching and Learning

Ensure that program design, instruction, and assessment on student growth and staff effectiveness are based on research and best practices.

- **Development**
 - Oversee the development of vocational-training curricula, lesson plans and evaluation tools for multiple academic and professional skill levels; that through understanding industry standards and certifications prepare students for job placement and/or post-secondary training.
 - Understand behavior skill development and incorporate into curricula.
- **Implementation**
 - Support the implementation of department programming.
- **Improvement**
 - Make all necessary adjustments and interventions in the vocational-training programs to increase effectiveness and to achieve the vocational-training performance objectives.

Performance Management

Communication between a supervisor and employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization. Supervise seven vocation instructors and training and placement coordinator.

- **Expectations**
 - Through established annual goals, staff have clear performance expectations aligned with school mission
- **Observation**
 - Conduct formal and informal observations
- **Supervision**
 - Conduct supervision meetings providing individualized actionable feedback and utilize work plans to provide direction. Provide classroom coaching and monitoring to support quality curriculum implementation and ensure best instructional practices are being used.
- **Professional Development**
 - Provide professional learning and leadership opportunities and coaching
- **Evaluation**
 - Conduct rigorous evaluations that measure progress toward achieving established goals
- **Hiring and Retention**
 - Hire and retain effective staff.

Qualifications

- Bachelor's Degree (required) - Master's Degree (preferred)
- 3 to 5 years of program and supervision experience
- Act 34, 114 and 151 criminal background clearances
- Strong commitment to helping young adults succeed, reorient their lives, nurture their leadership skills and make a difference in their community

Common Competencies

- Mission driven to work with YB's student body
- Intermediate - advanced Microsoft Office skills
- Intermediate - advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)

- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line “Director of Workforce Development”

This job description in no way states or implies that these are the only duties to be performed by this employee.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.