



Manager of Reengagement Services

REPORTS TO: Chief Program Officer

FLSA Status: Exempt

Position Summary: The Manager of Reengagement Services is responsible for the planning, implementation and daily operations of the Reengagement program. The Manager of Reengagement Services will work in conjunction with CYC staff, school and district staff and community partners with the intention of reenrolling students who have dropped out of school, retaining students and increasing the graduation rate. This is a full-time exempt position with benefits. Annual salary is \$50,000.

Essential Functions

- Manage the day-to-day needs of the existing program within the assigned school districts
- Ensure that all program goals are on-track and that contracted goals are met
- Utilize organizational data systems to ensure effective implementation of reengagement strategies
- Communicate between school staff, community partners, and CYC about progress and developments
- Serve as the main point person for community provider relationships connected to student reengagement
- Support school districts, schools, and community partners with the creation and implementation of CYC programming
- Communicate with school district data departments concerning proper data access for CYC Staff
- Work collaboratively with other CYC programs to provide cohesive services among districts
- Represent CYC at all relevant school, school district and community meetings and functions
- Seek out new school/district opportunities when appropriate
- With the assistance of Human Resources and agency leadership, carry out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Interview, hire, and train new employees
- Plan, assign, and direct employee work
- Evaluate employee performance

Other Duties

- Attend and participate in staff, board, and board committee meetings as required
- Attend and assist with organization led special events as needed
- Cover responsibilities of supervised staff as needed
- Run errands as needed using personal transportation
- Perform other duties, responsibilities, and special projects as assigned
- Complete required training courses as assigned by CYC

Knowledge, Skills, and Abilities

- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner
- Excellent oral and written communication skills
- An ability to “change gears” and work collaboratively with internal staff and external partners
- An ability to find and stay informed about beneficial resources for youth throughout the State of Colorado
- Knowledge of alternative, charter, traditional schools, and GED programs operating within the state
- Advocacy skills, which encourage and promote education and returning to school as the best option for youth
- Experience and comfort working with adolescents from diverse backgrounds as well as their families and support networks as it relates to education
- An ability to work well in a team or independently and remain organized in multiple settings
- Ability to contribute to a positive morale
- Appreciation of clear and appropriate boundaries with youth and staff
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- Commitment to supporting and being a part of CYC’s effort to continually strive toward inclusivity and growth and appreciation of the organization and each individual’s unique strengths and perspective, including a commitment to self-development identity work
- Dedication to engaging staff and students across social identities
- Bilingual in English/Spanish preferred

Minimum Qualifications

- A bachelor’s degree in education, human services, or other related field OR four years equivalent experience
- Four years of experience working with adolescent populations and or in K-12 education
- Two years of supervisory experience

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

Manager of Reengagement Services

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position.
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NE	O	F	C
Sitting			X	
Walking		X		
Standing	X			
Bending or twisting	X			
Squatting or kneeling	X			
Reaching above shoulder level	X			
Driving cars, light duty trucks		X		
Repetitive motion of hands/fingers				X
Grasping with hand, gripping		X		
Lifting/carrying 10-25 pounds	X			
Lifting/carrying 26-50 pounds	X			
Pushing/Pulling	X			
Exposure to infection, germs or contagious diseases		X		

Seeing objects at a distance	X			
Seeing objects peripherally	X			
Seeing close work (e.g., typed print)				X
Distinguishing colors		X		
Hearing conversations or sounds				X
Hearing via radio or telephone				X
Communicating through speech			X	
Communicating by writing/reading			X	
Exposure to aggressive/angry people		X		
Other:				

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date