



Youth Development Specialist

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Supervisor: K-8 Elementary Principal
Program Title: Youth Development Specialist
Status: Full-Time / Permanent
Classification: Exempt
Prepared & Approved By: Superintendent of Schools

Vision:

To be a Thriving and Renowned Community of Learners Grounded in Lakĥóta and Catholic Beliefs, Values, and Practices

Mission:

To promote a thriving community of learners grounded in Lakĥóta and Catholic Beliefs, Values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

Youth Development Specialist Summary

The Youth Development Specialist is responsible for supporting the social, emotional, cultural, and academic growth of students in grades K–8 at Maĥpiya Lúta. This position works directly with students, families, and staff to create a nurturing, culturally grounded environment where young people can thrive. The Youth Development Specialist integrates Lakĥóta and Jesuit values and cultural identity into all programming and student interactions, serving as a teacher assistant, organizer, mentor, advocate, and resource for the Elementary and Middle School.

RESPONSIBILITIES AND DUTIES

Student Development & Mentoring

- Build positive, trusting relationships with K–8 students to support their personal, social, and emotional development.
- Serve as a mentor and advocate for students, helping them navigate academic challenges, peer relationships, and personal growth.
- Work with classes as needed.

Cultural Integration & Lakĥóta Identity

- Incorporate Lakĥóta language, values, and cultural practices into daily student interactions and programming.
- Collaborate with Lakĥóta language staff to reinforce cultural identity and language use among K–8 students.
- Plan and facilitate culturally relevant activities, gatherings, and community events that strengthen student connection to Lakĥóta heritage.

Program Planning & Implementation

- Organize, Design, and implement school engagement events and cultural programming that address the academic, social, and cultural needs of K–8 students.
- Coordinate after-school, enrichment, and extracurricular programming that supports student engagement and well-being.
- Track student participation, progress, and outcomes; prepare regular reports for administration.



Family & Community Engagement

- Build strong relationships with families and serve as a bridge between home and school.
- Communicate regularly with parents and guardians regarding events, programs, and resources.
- Connect families to community resources, support services, and school programming as needed.
- Participate in school events, family nights, and community gatherings to strengthen school-community partnerships.

Collaboration & Professional Responsibilities

- Work collaboratively with teachers, counselors, administrators, and support staff.
- Participate in staff meetings, professional development, and school-wide initiatives.
- Maintain accurate student records, program documentation, and incident reports.
- Adhere to all Maḥpíya Lúta policies, Safe Environment standards, and mandatory reporting requirements.
- Perform other duties as assigned by the K-8 Elementary Principal.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree preferred in Education, Social Work, Human Services, Psychology, or related field.
- Minimum 2 years of experience working with youth in an educational, social service, or community setting.
- Knowledge of and connection to Lakḥóta language, culture, and community, strongly preferred.
- Strong interpersonal, communication, and relationship-building skills.
- Experience developing and implementing youth programming.
- Ability to work effectively with students, families, and staff from diverse backgrounds.
- Must successfully complete a background check and Safe Environment training.
- Current CPR/First Aid certification, required or willingness to obtain.
- Reliable transportation required.

CERTIFICATION

I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity and due respect for all, consistent with the Mission of Maḥpíya Lúta.

Employee Signature

Date

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