

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Coordinator, Foster Youth Services

DEFINITION

Under general direction, plans, organizes, implements, coordinates and monitors educational support services for foster children and youth provided by the Countywide Foster Youth Services program; establishes and maintains collaborative relationships and serves as liaison to schools, districts, county offices of education, local and state agencies and organizations addressing the needs of foster youth.

DIRECTLY RESPONSIBLE TO

Director II, Prevention & Student Services

SUPERVISION OVER

Professional, technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

Plans, coordinates, implements and monitors activities and services of the Countywide Foster Youth Services program; coordinates with schools, districts, and other agencies and individuals to improve educational services and outcomes for foster youth; acts as liaison with participating agencies to ensure the implementation of foster youth program services and activities such as educational assessments, facilitating transfer of educational records, tutoring, and instructional case management; serves as the lead project manager to plan and implement specific grant-funded programs, in collaboration with local and state policy makers; attends collaborative meetings for the purpose of coordinating with appropriate agencies and ensuring activities and services achieve school, county and state objectives; composes a variety of materials, including reports, student activities, and correspondence; assists the director in establishing and monitoring an instructional case manager model; develops and provides training and supervision for instructional case managers; coordinates with staff to design and implement effective strategies for improving academic performance and long-term outcomes of foster youth; develops and implements professional development opportunities for educators, foster caregivers and service providers; assists in policy development and collaborates with local and state project partners and policy makers; establishes and monitors formal program evaluation procedures; monitors program fiscal activity; reviews, prepares and submits program reports; ensures program activities and services meet requirements and the program quality standards of the Sacramento County Office of Education; maintains cooperative and collaborative working relationships with youth and families, staff, school personnel, community agencies, local government, law enforcement and service agencies; serves as liaison with state and local agencies, services and organizations.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to a bachelor's degree in education, sociology, psychology or related field; a minimum of five years experience working in foster youth services or related programs sponsored by education, government agencies, or community-based organizations; experience in the development, implementation and evaluation of successful programs, including preparing applications for funding, conducting workshops, and working with multi-agency planning teams; demonstrated successful experience supervising staff.

Knowledge of:

Knowledge of current issues pertaining to foster youth in relation to education, the juvenile justice system, group homes and foster family care; laws, regulations and policies related to foster youth services; program development, administration and evaluation methods; school district and county office of education organization; related community agency organization, resources and services; local and statewide organizations addressing the needs of foster youth.

Skill and Ability to:

Establish and maintain effective collaborative relationships with local school and community partners, as well as local and state policymakers; organize and work cooperatively and effectively with individuals and groups; transmit knowledge and skills to other staff, youth and adults; communicate technical information effectively in both oral and written form; supervise and evaluate assigned staff; develop measurable goals and objectives, set priorities, and evaluate progress; write and edit publications for internal and external distribution.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed; and willingness to travel within the state as required.

Approved by Personnel Commission 4/10/07