

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist II, Foster Youth Services, Juvenile Court Transition

DEFINITION

Under general direction, coordinates, provides, and monitors the services and activities provided to improve the educational outcomes specifically for incarcerated foster youth; assists with transition to appropriate school placement upon release; facilitates communication and information sharing among project partners; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required regarding school-based youth development and foster youth services programs and management of collaborative youth development programs. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Director, Foster Youth Services

SUPERVISION OVER

Professional, technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all the tasks which may be found in positions within this classification.)

Plans, coordinates and implements services to eligible incarcerated foster children and youth; interviews incarcerated youth for education profile and researches missing records; reviews transcripts to assist in creating individual education plans for students; ensures education records are complete; assists with transition to appropriate school placement upon release, including middle, high school and college; maintains communication with schools, districts and agencies about individual student educational issues; attends meetings as directed; advocates for foster youth educational rights and responds to requests for information; ensures program activities and services are coordinated with established Foster Focus data collection processes and procedures; plans, conducts and coordinates training workshops for foster families, foster agency staff, and other partners to enhance family involvement and academic achievement for foster youth; plans, implements and evaluates program activities and reports outcomes; delivers or coordinates other program services as necessary; assists department director with the preparation of reports and budgets.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to a bachelor's degree from an approved institution; extensive experience working in programs related to youth and families sponsored by education, government agencies or community-based organizations with increasing levels of responsibility; successful experience working in K-12 programs; teaching, social work, or counseling experience is desirable; experience and training in the field may be considered equivalent to formal education; experience in the development, implementation and evaluation of successful programs for children and youth, including conducting workshops and working with multi-agency planning teams desirable.

Knowledge of:

The public education system, juvenile justice system, special education and mental health services; youth development concepts, and foster youth services systems; juvenile detention operations and policies; current laws and legislations governing educational services for foster youth; agencies involved in serving foster youth; community resources for foster youth and foster parents; effective training development and delivery; appropriate program and fiscal management procedures to maintain an education-based program.

Skill and Ability to:

Plan, implement and monitor collaborative services for incarcerated foster youth; develop program goals, set priorities, monitor expenditures, and work collaboratively; prepare and deliver presentations and trainings to foster families, foster agency staff and other partners; assist with data collection processes; use standard database software applications; communicate effectively in both oral and written form; read, interpret and apply applicable laws and legislation governing the program; prioritize requests; organize, schedule, and coordinate a variety of activities and projects; establish and maintain cooperative working relationships with foster families, program staff, project partners, and other agencies.

Other Characteristics

Possession of a valid California driver's license and/or able to provide own transportation in conduct of work assignments; willingness to travel locally.

Approved by the Personnel Commission 2/8/11