

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Foster Youth Services

DEFINITION

Under direction, establishes and maintains data collection and communication systems and procedures for the Foster Youth Services program; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Prevention and Student Services (PASS)

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 tasks which may be found in positions within this classification.)

Assists in planning, conducting, coordinating and evaluating Foster Youth Services program activities; conducts interviews at Family Court to collect educational information about foster children/youth from birth parents, legal guardians, and/or foster parents, as well as the children, to ensure educational information and records are located and made available to authorized parties; coordinates information sharing, data entry, and data transfer for databases maintained by Child Protective Services (CPS) and PASS; conducts research to verify students' educational history, locate educational records, and ensure the educational records of foster children/youth are updated and accurate, and available to schools, districts, social workers, and other authorized parties; coordinates the collaborative efforts of the county office, CPS, school districts, and other project partners to ensure foster children/youth are enrolled in school and accurate educational information is available to enroll each child in an appropriate setting; maintains strict confidentiality of student information and records; assists department director with the preparation of program and evaluation reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree or equivalent and a minimum of two years work experience in youth development or support services programs sponsored by education, government agencies or community based organizations. 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, youth, and families, including working with multi-agency teams, is desirable.

Knowledge, Skills, and Abilities

Knowledge of public education systems, current legislation governing educational services for foster children/youth, and related confidentiality requirements; agencies involved in serving foster children/youth, critical educational issues and rights of children/youth in foster care; ability to prepare and conduct interviews with birth parents, foster parents, guardians, and children; technical writing skill; knowledge of and ability to use standard database software applications; ability to effectively transmit knowledge and skills to others; skills to develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; ability to prioritize requests; ability to organize, schedule, and coordinate a variety of activities and projects; ability to establish and maintain cooperative working relationships with program staff, project partners, state program staff, and other clients.

Other Characteristics

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

Revision approved September 13, 2005

Approved by the Personnel Commission on June 17, 1998