

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Foster Youth Services Instructional Case Manager

DEFINITION

Under direction, establishes and maintains long-term academic support, advocacy and service coordination for foster youth served by the Foster Youth Services (FYS) program provided by the Prevention and Student Services (PASS) Department. Performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Prevention & Student Services

SUPERVISION OVER

Professional, technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES

Provides long-term academic support, advocacy and service coordination for foster youth in Sacramento County, working with individual youth from the 8th through 12th grade years; serves as educational advocate and mentor to assist foster youth to improve academic performance and graduate from high school; works as a member of a multi-agency team, including district and county FYS staff, foster parents, social workers, teachers, and others; assists in identifying students' academic needs and arranges for provision of necessary services, including tutoring, counseling, transition support, and career/vocational development; helps students develop a plan for completing high school and monitors student progress; maintains accurate records of services provided and student progress; coordinates information sharing and data transfer between agencies serving foster youth; maintains strict confidentiality of student information and records; assists in planning, conducting, coordinating and evaluating FYS program activities; assists with 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 educational or support services programs sponsored by education, government agencies or community-based organizations; formal education or experience in education, special education, social services, counseling, juvenile justice or related fields desirable; experience in the development, implementation and evaluation of successful programs for youth, including working with multi-agency teams desirable.

Knowledge of:

Public education systems; current legislation governing educational services for foster youth and confidentiality requirements; agencies involved in serving foster youth, including Child Protective Services and Probation; unique educational needs of foster youth, issues and rights of youth in foster care; and standard software applications.

Skill and Ability to:

Communicate technical information effectively in both oral and written form; establish long-term mentoring relationships with students to improve their academic performance and personal outcomes; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; organize, schedule and coordinate a variety of activities and projects; maintain accurate and up-to-date records; maintain cultural awareness and sensitivity to diverse populations; work independently, as well as in a team environment; utilize interactive databases, including entering and retrieving data; effectively transmit knowledge and skills to others; establish and maintain cooperative working relationships with students, foster parents, program staff, project partners, state program staff and others.

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.

Approved by Personnel Commission 2/13/07