

Sacramento County Office of Education Job Description
Classification Title: Coordinator,
Education for Homeless Children and Youth Program

DEFINITION

Under general direction, plans, coordinates and manages projects and activities related to the countywide implementation of the Education for Homeless Children and Youth Program grant, under the McKinney-Vento Homeless Assistance Act; performs a variety of technical, analytical, and support services; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Foster Youth 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 classification.)

Prepares and implements federal grant for Education for Homeless Children and Youth Program to the California Department of Education (CDE); provides guidance and technical assistance for Local Educational Agencies (LEAs) homeless liaisons including charter schools; assists in developing and managing project tasks, and setting timelines for quality output; provides a variety of technical and support services involving analysis, monitoring, and evaluation; stays current on homeless education research; interacts and communicates with outside agencies and organizations; mediates enrollment disputes; conduct, track, and approve eligible AB 1806 petitions regarding special educational provisions for homeless youth; designs and conducts a needs assessment for district liaisons; designs and maintains online database system to identify homeless youth, log services, and record required data; using database queries, identify program and professional development needs; ensures homeless student data is accurate for state reporting requirements; makes recommendations based on data analysis; prepares data and written reports documenting progress, expenditures, and program activities to the CDE; identifies and solicits funding sources; assists with preparation of budgets and fiscal management; coordinates, facilitates and attends a variety of meetings, staff development, and training for LEAs regarding homeless youth, their education rights, and required procedures; provides professional development webinars and presentations; conducts workshops at area homeless shelters; prepares program and evaluation reports including statistical summaries and comparisons on trends and issues; provide program overview presentations to Board as requested.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree or equivalent; successful experience in homeless education, foster youth services, social work, counseling or related programs sponsored by education, government agencies, or community-based organizations; experience working with online database development; experience planning and facilitating collaborative meetings and training workshops; experience in the development, implementation, and evaluation of successful programs including organizing and monitoring projects, demonstrated success writing program reports.

Knowledge of:

Principles and procedures related to student support programs; current issues, laws and legislation regarding homeless youth and their education rights including the McKinney-Vento Homeless Assistance Act; grant monitoring guidelines and tools; community agencies and resources for families; graduation and college entrance requirements; standard software applications and intermediate database design.

Skill and Ability to:

Plan, develop, implement, and monitor countywide homeless youth services program; plan and facilitate meetings; develop and manage databases; verify records and prepare reports; work cooperatively and effectively with individuals and groups; effectively transmit knowledge and skills to others; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; establish and carry out program evaluation and monitoring procedures; prepare and deliver presentations and trainings; assists with data collection processes; read, interpret, and apply applicable laws and legislation governing the program; learn new software applications and adapt to changes in technology; communicate effectively in technical and non-technical terms.

Other Characteristics

Possession of a valid California driver's license and willingness to travel using own transportation with mileage reimbursed.

Approved by Personnel Commission 5/9/17