

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Foster Youth and Homeless Programs

Definition

Under general direction, provides a variety of technical assistance and support to districts that serve foster youth students; coordinates support services for SCOE foster youth students; assists in the planning of new and existing Foster Youth and Homeless Services department projects; performs other duties as assigned.

Directly Responsible To

Appropriate Administrator

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.)

Works closely with local education agencies, child welfare, and law enforcement agencies, higher education partners, and community organizations to provide technical assistance in support of innovative approaches to meet foster student needs; conducts needs assessments to prioritize how direct services will support SCOE foster youth students' academic success; builds collaborative relationships with Sacramento County school districts and charter schools to provide direct services to youth that supports them in developing their education and career pathways; researches, develops, and monitors agreements between SCOE, community agencies, and child welfare partners, to provide identified services; provides financial aid guidance for secondary foster youth students; collects, analyzes, and maintains program and student data; evaluates program effectiveness; maintains databases; assists department director in the planning of any existing or new Foster Youth and Homeless Services projects; provides input and feedback to the department director on allocation of funds to meet department needs; plans and coordinates training and development activities for SCOE staff and district partners; participates in and facilitates regional district and partnership collaboration meetings; selects, supervises, trains, and evaluates the performance of assigned staff; assists with the creation and review of program and budget expenditure reports; attends local, regional, and state conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas; performs other related duties.

Minimum Qualifications

Education, Training, and Experience

Any combination of education, training, and experience equivalent to the completion of a bachelor's degree in social work, criminal justice, education, or similar field from an accredited college or university; experience in foster youth or related programs sponsored by child welfare agencies, education, or government agencies; demonstrated experience in the development, implementation, and evaluation of successful programs and supervision of staff preferred.

Knowledge of

California public education systems; applicable sections of State Education Code and other applicable codes, laws, rules, and regulations related to foster youth rights; Child Welfare, California Department of Education, and Probation Departments definitions regarding foster youth; AB 130 Direct Services Grant and Foster Youth Services Coordinating Program (FYSCP) grant elements; promising practices related to supporting foster youth students; state and federal financial aid resources available to foster youth; public speaking, presentation, and facilitation techniques; effective practices related to foster youth student information databases; effective strategies for establishing and maintaining positive relationships with district partners, community organizations, county offices of education, CDE, and various county agencies; standard software applications including videoconferencing platforms.

Skill and Ability to

Coordinate support services for foster youth student programs; input data, verify records, create reports, and make appropriate recommendations; work cooperatively and effectively with individuals and groups; communicate effectively in both oral and written forms with people from various cultural and socioeconomic backgrounds; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; plan and facilitate meetings; 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 locally using own transportation to conduct work assignments.

Approved by the Personnel Commission 11/8/2022