

Sacramento County Office of Education Job Description
Classification Title:
Project Specialist I, Foster Youth and Homeless Services, Instructional
Case Manager

DEFINITION

Under direction, collaborates with districts, Child Protective Services (CPS), probation, SCOE schools, and the courts to ensure eligible foster, Title I, and homeless students receive academic support, advocacy and service coordination; performs other duties as assigned.

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

Provides academic support, advocacy and service coordination for Sacramento County eligible foster, Title I and homeless youth as appropriate, working with individual youth from preschool through high school; works as a member of a multi-agency team, including district and county FYS staff, foster parents, biological families, social workers, court service investigators, probation officers, educators, and others; provides trainings to districts and agencies; provides for transition support; ; conducts home visits to foster parents, caregivers, and group homes to provide program introduction, information, and resources on transition services and foster youths' education rights; researches and connects foster youth to available community resources; accesses and updates records in Foster Focus and other appropriate online systems to maintain accurate records of services provided, individual student progress, and to obtain grades, transcripts, attendance history, discipline, and other pertinent information; tests and troubleshoots Foster Focus database and responds to user questions as needed; coordinates information sharing and data transfer between agencies serving foster youth; maintains strict confidentiality of student information and records; may attend emancipation conferences, extended foster care orientation, IEPs, and other related events as directed; conducts education intake interviews, early graduation evaluations, and transition support for foster youth attending SCOE schools; assists in planning, conducting, coordinating and evaluating FYS program activities; attends meetings and trainings; 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; juvenile justice systems; current legislation governing educational services for foster and homeless youth and confidentiality requirements; community resources for foster youth and families; high school graduation requirements, career technical pathways, and college entrance information; basic content standards; agencies involved in serving foster youth, including Child Protective Services and

Probation; youth development; unique educational needs of foster youth; issues and rights of youth in foster care or in a homeless situation; and standard software applications.

Skill and Ability to:

Communicate technical information effectively in both oral and written form; 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; learn new software; 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, biological families, 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.

Revisions Approved by Personnel Commission 5/9/17

Revisions Approved by Personnel Commission 2/8/11

Approved by Personnel Commission 2/13/07