

Sacramento County Office of Education Job Description

Classification Title: Director I, Foster Youth and Homeless Services

DEFINITION

Under general direction, plans, organizes, implements, and monitors educational support services for foster and homeless children and youth provided by the Foster Youth and Homeless Services program; establishes and maintains collaborative relationships and serves as liaison to schools, districts, county offices of education, local and state agencies and organizations addressing the needs of foster and homeless youth.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Educational 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 position)

Plans, directs, implements and monitors activities and services of the Foster Youth and Homeless Services program; coordinates with schools, districts, and other agencies and individuals to improve educational services and outcomes for foster youth; provides leadership for staff to design and implement effective strategies for improving academic performance and long-term outcomes of foster youth; acts as liaison with participating agencies to support the implementation of foster youth program services and activities such as educational assessments, facilitating transfer of educational records, and instructional case management; provides countywide informative meetings for districts and agency partners to discuss local foster youth concerns and best practices, and to provide legislative updates; serves as the lead project manager to plan and implement specific grant-funded programs, in collaboration with local and state policy makers; attends collaborative meetings for the purpose of coordinating with appropriate agencies and ensuring activities and services achieve school, county and state objectives; composes a variety of materials, including reports, student activities, and correspondence; establishes and monitors an instructional case manager model for foster youth at SCOE schools; develops and provides training, supervision, and evaluation for instructional case managers; develops and implements professional development opportunities for educators, foster caregivers and service providers; assists in policy development and collaborates with local and state project partners and policy makers; establishes and monitors formal program evaluation procedures; monitors program fiscal activity; obtains contracts and monitors annual data for contracts; reviews, prepares and submits program reports; ensures program activities and services meet requirements and the program quality standards of the Sacramento County Office of Education; oversees School Connect database management; participates in outreach activities statement to promote awareness and increase subscribership to Foster Focus; maintains cooperative and collaborative working relationships with youth and families, staff, school personnel, community agencies, local government, law enforcement, juvenile dependency and delinquency court, and service agencies; serves as liaison with state and local agencies, services and organizations.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a bachelor's degree; a minimum of five years' experience administering and/or supervising school programs (e.g., principal, vice principal, in school or county office), foster youth services, homeless services, or related programs sponsored by education, government agencies, or community-based organizations; experience in the development, implementation and evaluation of successful programs, including preparing applications for funding, conducting workshops, and working with multi-agency planning teams; demonstrated successful experience supervising staff.

Knowledge of:

Public education systems; teaching and learning practices; school district and county office of education organization; current and research-based practices that lead to successful learning for foster and homeless youth in California's standards-based educational and accountability system; current issues, legislation, and policies pertaining to foster and homeless youth in relation to educational rights and foster youth and homeless youth services, the juvenile justice system, group homes and foster family care; program development, administration and evaluation methods; related community resources and agency organization, resources and services; local and statewide organizations addressing the educational issues and needs of foster and homeless youth.

Skill and Ability to:

Establish and maintain effective collaborative relationships with local school and community partners, as well as local and state policymakers; organize and work cooperatively and effectively with individuals and groups; transmit knowledge and skills to other staff, youth and adults; communicate technical information effectively in both oral and written form; develop and monitor complex budgets and monitor expenditures; supervise, train and evaluate assigned staff; develop measurable goals and objectives, set priorities, and evaluate progress; write and edit publications for internal and external distribution.

Other Characteristics

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

Revisions approved by Personnel Commission 7/10/18
Former title: Director I, Foster Youth Services
Approved by Personnel Commission: 9/18/07