

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - FOSTER YOUTH SERVICES

BASIC FUNCTION:

Under the direction of the Chief Schools Officer, organize and direct the day-to-day operations of Foster Youth and Homeless student programs throughout the County; plan, coordinate, implement and oversee programs and activities to facilitate communication and support for foster youth and homeless students; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the day-to-day operations of Foster Youth and Homeless student programs throughout the County; provide leadership, coordination and oversight in the operation of the FYS department; evaluate program effectiveness and recommend methods of improvement.

Develop and manage program budgets expenditures; monitor revenue receipts and projections; prepare and submit various financial and budget reports to the State; prepare various grant applications.

Develop, plan and monitor programs, events and projects that address the needs and facilitate communication and support of foster and homeless youth.

Serve as community relations liaison to professional organizations and community groups regarding provision of at-risk youth education, juvenile justice and delinquency prevention programs; coordinate trainings for multi-agency staff; participate in the development of collaborative projects with other departments and community agencies.

Train and evaluate the performance of assigned staff; assign work to support staff; provide leadership to staff; develop and implement staff development programs.

Develop and administer contracts for the community school referral process; interpret and apply educational and child welfare codes, policies and procedures.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with foster parents, group home providers, biological parents, youth and children to improve service, provide resources and referrals, provide support, and assure successful educational services and outcomes.

Prepare and maintain records and reports related to assigned programs, services and other activities.

Attend and conduct meetings directed; participate on advisory or other committees as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research and development techniques in the field of education pertaining to foster youth and at-risk students.

Federal, State and local laws, regulations and policies affecting educational needs of foster youth, student foster care and probation programs.

Current issues pertaining to foster youth in relation to the juvenile justice system, substitute care providers and private group home operators.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize and direct the day-to-day operations of Foster Youth and Homeless student programs throughout the County.

Plan, coordinate, implement and oversee programs and activities to facilitate communication and support for foster youth and homeless students.

Train and evaluate the performance of assigned personnel.

Serve as community relations liaison to professional organizations and community groups.

Communicate effectively both orally and in writing.

Maintain confidentiality of organizational information.

Prepare and delivery oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Interpret, apply and explain rules, regulations, policies and procedures related to assigned activities.

Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, criminal justice, social services or related field and four years of increasingly responsible experience related to foster care and youth services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

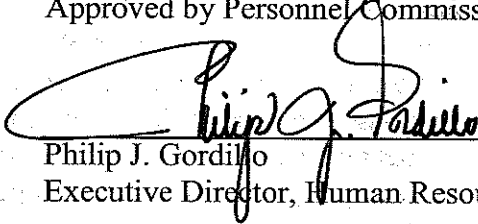
ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/07/11
Date