

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR - EDUCATIONAL SERVICES FOR FOSTER AND HOMELESS YOUTH

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Professional Learning & Instructional Support Division, oversees, plans, organizes and directs the priorities of the foster and homeless youth educational services program throughout the county; develops, plans and implements professional learning for foster and homeless youth services for school districts, County agencies and community-based organizations; coordinates and directs communications; facilitates and provides continuous support and technical assistance across the county; assesses coordination of services; monitors, supervises and evaluates the performance of assigned personnel; assists with the coordination and negotiation of contracts with County agencies, funders and community-based organizations; serves in an advisory capacity to County agencies and their personnel; collaborates with community services, agencies, division staff and others to evaluate programs and coordinate resources; advocates for foster and homeless youth; hosts the County community of practice network for foster and homeless liaisons; facilitates the organization of an educational steering committee to address the needs of students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Determines, oversees, plans, organizes and directs the priority of the program goals of the foster and homeless youth educational services program in its day-to-day operations and aspirational goals; provides leadership of the Strategic Action Plan action item to improve educational outcomes for foster and homeless youth; evaluates effectiveness of the SCCOE program and implement methods for improvement.

Develops strategic plans with short- and long-term activities pertinent to improving educational outcomes for foster and homeless youth; establishes goals and recommends policy related to achieving goals; builds consensus and collective impact to build consensus in achieving goals; identifies resources needed.

Advocates for foster and homeless youth to ensure educational rights are upheld; services are received; initiates collaboration with community-based services providers, LEA's, county agencies including juvenile justice, social services and housing to align systems that reduce the impact of trauma for youth and families.

Interprets, reviews, researches and applies educational and child welfare codes, policies, trends and procedures to deliver samples of best practices that are based in the interest of children and families, backed by legislation and legally defensible to improve educational practices for children and their schools.

Designs and implements professional learning opportunities to support foster and homeless youth services for school districts, County agencies and community-based organizations; coordinates and directs communications including the creation and maintenance of materials and the website.

Facilitates and deploys support and technical assistance to districts across the county; assesses coordination of services; monitors, supervises and evaluates the performance of assigned personnel.

Participates in the negotiation, coordination, development and reporting of contracts with County agencies, funders and community-based organizations; establishes contracts with funders, provides budgets and reports according to timelines and reporting requirements including those of the California Department of Education, County Agencies and associated contracts as appropriate.

Serves in a leadership advisory capacity to provide technical expertise, information and assistance regarding formulation of services, policies, procedures and programs; recommends program structure for assigned functions; resource and tool selection/development for use with district partners and community partners.

Directs communications with other administrators, personnel and outside organizations to coordinate activities and programs; resolves issues and conflicts; exchanges information; provides counsel and guidance in areas related to services to improve educational outcomes for foster and homeless youth.

Collaborates with community services, agencies, division staff, the California Department of Education and others to evaluate programs and coordinate resources; advocates for the needs and services provided to foster and homeless youth.

Attends and conducts a variety of meetings as assigned including an advisory committee with community stakeholders such as the FosterVision Steering Committee and others to focus on the educational needs of foster and homeless youth; hosts the county community of practice network for foster and homeless liaisons; nurtures community partnerships collaborations; creates agendas and maintains minutes of meetings.

Establishes, prepares, and monitors the annual program operating budget; observes and analyzes appropriate fiscal controls, applies for grant and community funding sources and associated reports; monitors revenue, projections, prepares and submits associated reports related to assigned programs, services and activities.

Oversees the gathering and preparation of data and associated reports identifying qualitative and quantitative data indicators to determine program success and need for adjustment; implements decisions for improvement and oversees the functions of the identified changes.

Leads the identification, recruitment, staffing and personnel resources to meet program needs; monitors training and professional development of staff; supervises, and evaluates the performance of assigned personnel; monitoring staffing needs for short- and long-term program and service needs.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, State and local political processes/concerns;
Federal, State and local laws, regulations and policies affecting educational needs pertaining to the educational needs of foster and homeless youth;
Applicable laws, codes, regulations, policies, procedures and protocols;
Contract development and monitoring;
Budget preparation and control;
Oral and written communication skills;
Principles and practices of administration, supervision and professional learning;
Correct English usage, grammar, spelling, punctuate and vocabulary;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, and direct the day-to-day operations of Foster and Homeless Youth student programs throughout the county;
Design and implement communication plans;
Maintain confidentiality of organizational information;
Serve in an advisory capacity to County Agency personnel;
Advocate for the needs of foster and homeless youth;
Assist with the coordination and negotiations of contracts with county agencies, community-based organizations and funding collaborators;
Develop and implement grants;
Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies, procedures and protocols;
Establish and maintain cooperative and effective working relationships;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Plan and organize work;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Master's Degree with coursework in education, criminal justice, social services or related field, and no less than four (4) years of increasingly responsible program administration experience, and school site administration experience of no less than five (5) years and foster and homeless youth educational services experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California Teaching Credential
Valid California Administrative Services Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

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

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	<small>DocuSigned by:</small> <i>Mary Ann Dewan</i> <small>72890FED1F52493...</small>	3/22/2021 4:24 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date