

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: COORDINATOR - FOSTER YOUTH AND HOMELESS EDUCATIONAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director II-Safe and Healthy Schools, organizes and directs the day-to-day operation of Foster Youth and Homeless student programs throughout Santa Clara County; plans, coordinates, implements and oversees programs and activities to facilitate communication and support for foster youth and homeless students; conducts trainings and coordinates educational resources for Santa Clara County youth; collaborates with community services agencies, division staff, and others to evaluate educational programs and coordinate curricular resources; advocates for foster and homeless youth; and trains and evaluates the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

Organizes and coordinates the day-to-day operations of Foster Youth and Homeless student programs throughout Santa Clara County; provides leadership, coordination and oversight in the operation of the Foster Youth Services (FYS) department; oversees the dispute resolution process for the educational placement of homeless youth; evaluates program effectiveness and recommends methods of improvement.

Advocates for foster and homeless youth to ensure their educational rights are upheld and that they receive the required services and supports to achieve educational outcomes.

Develops and manages program budgets and expenditures; monitors revenue receipts and projections; prepares and submits financial and budget reports to the State; prepares grant applications, data, and written reports documenting progress, expenditures and program activities; prepares and maintains records and reports related to assigned programs, services and other activities.

Develops, plans and monitors programs, events and projects that address the needs of foster and homeless youth; facilitates communication and support of foster and homeless youth.

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

Trains and evaluates the performance of assigned staff; provides leadership to staff; develops and implements staff development programs.

Develops and administers contracts for the community school referral process; interprets and applies educational and child welfare codes, policies and procedures.

Communicates with other administrators, personnel and outside organizations to coordinate activities

and programs, resolve issues and conflicts and exchange information; communicates with foster parents, group home providers, biological parents, youth and children to improve services; provides resources, referrals, and support; and assures successful educational services and outcomes.

Leads the implementation of the FosterVision application, expands its use, and provides training for users; ensures that school district liaisons are connected to FosterVision.

Attends conferences and departmental meetings and serves as division representative as necessary to develop information for enhancement and enrichment of staff and the instructional curriculum.

Attends and conducts meetings as directed; participates on advisory or other committees as required; provides school districts and agency partners technical assistance and training in FosterVision.

Provides assistance to students, parents, social workers, group homes and other agency staff in solving school-related problems and coordinating appropriate instructional programs between place of residence and school.

Provides professional development needs and ongoing staff development, in-service trainings, presentations, workshops, consultation and guidance on the use of innovative methods, strategies, and materials which enhance the educational progress of students.

Provides leadership and support to the Foster Youth Services and Homeless Program in the interpretation and application of foster youth and homeless program policies and regulations and to achieve grant goals.

Reviews recent research and trends, evaluate and disseminate information concerning newly developed materials and equipment.

Assists in the implementation of strategies to improve academic outcomes for foster and homeless youth; assists in the transition process when youth change placement; and mediates enrollment disputes.

Develops and presents training materials; develops recording and documentation systems as needed under contract guidelines; maintains records, compiles reports and statistical information needed for evaluation of program effectiveness.

Establishes and maintains working relationships between districts, probation, social service agencies, health care agencies, caregivers, youth, and the department to ensure implementation of the program; provides educational case management to collaborative court programs; provides guidance and technical assistance for Local Educational Agencies (LEAs) foster youth and homeless liaisons, including charter schools; coordinates, facilitates and attends a variety of meetings, staff developments, and trainings for LEAs regarding foster and homeless youth, their educational rights, and required procedures.

Operates a variety of office equipment, including a computer and assigned software; drives a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

School operations and the provision of educational services;  
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;  
Technical aspects of field of specialty;  
Graduation and college entrance requirements;  
Developing and implementing youth service programs;  
Working with foster family agencies, foster associations and group homes;  
Working with special education programs;  
Participating on transition planning teams;  
Managing programs and projects;  
Facilitating group activities;  
Establishing procedures and priorities;  
Implementing educational programs;  
Developing and managing program budgets;  
Assessing programs;  
Writing proposals;  
Developing and delivering presentations;  
Report preparation;  
Current and emerging issues in foster care and homeless programs;  
School and community resources and referral procedures;  
Oral and written communication skills;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Interpersonal skills using tact, patience and courtesy;  
Operation of a computer and assigned software

**ABILITY TO:**

Organize and coordinate 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;  
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 deliver oral presentations;  
Establish and maintain cooperative and effective working relationships with others;  
Meet schedules and timelines;  
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;  
Train and evaluate the performance of assigned personnel;  
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 (4) years of increasingly responsible leadership experience; school site administrator experience preferred; foster care and homeless youth education services experience

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential or valid California Pupil Personnel Services 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;  
Seeing to read a variety of materials;  
Dexterity of hands and fingers to operate a computer keyboard

Approved: Anisha Munshi \_\_\_\_\_  
Anisha Munshi Date  
\*Director-Human Resources

\*Authorized by the County Superintendent of Schools Mary Ann Dewar \_\_\_\_\_