

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATIONAL COORDINATOR – JUSTICE INVOLVED FAMILIES

BASIC FUNCTION:

Under the direction of the Principal-Alternative Education or Designee assists with the effective coordination, delivery, evaluation and refinement of support services, advocacy, and educational navigation throughout county schools for justice involved families; ensures that all programs are in alignment with the outcomes for student success; responsible for the development and leadership of training for incarcerated and justice involved families regarding the navigation of school systems, parenting, and advocacy; provides leadership and management in administering, monitoring, coordinating and evaluation of services for justice involved families; and provides direct support and advocacy for justice involved families.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists the Director-Alternative Education Department and the Alternative Education Department Principals ensuring the seamless delivery of educational, advocacy and support services for justice involved families through cooperative, collaborative, and timely efforts with county, district, and school-based administrators, personnel in central office departments, parents and external organizations/agencies.

Assists in the development and implementation of the Santa Clara County Office of Education's parent involvement efforts, events that engage parents and justice involved families, and represents the Santa Clara County Office of Education in presenting at events developed by our partner agencies.

Establishes and maintains effective communication and public relations with county partners, incarcerated parents, justice involved families and students, community-based organizations, district, and program personnel.

Assists in the preparation of County, Office of Reentry Services and mandated reports, as appropriate.

Monitors the placement of students in alternative school settings (i.e. home hospital, Independent Study Program, Community Day Schools, and Continuation Schools.)

Works cooperatively with Probation department, the Department of Corrections, districts, county offices and agencies (i.e. Social Services, Behavioral Health Services, ORS, etc.), and community agencies in providing for the needs of Justice Involved Families.

Provides coaching, mentoring and career pathway development support to adults in Juvenile Hall; including those from the Department of Juvenile Justice.

Maintains records of incarcerated parents with children who are enrolled or should be enrolled in county schools to ensure fidelity in their educational programming.

EDUCATIONAL COORDINATOR – JUSTICE INVOLVED FAMILIES continued**Page 2**

Provides advocacy support for justice involved parents and/or justice involved youth in meetings regarding the student's educational needs including, but not limited to meetings with counselors, teachers and administrators, 504s, IEPs, and disciplinary events.

Supervises and evaluates department credentialed and classified staff.

Represents the County at local, state, federal and regional conferences and meetings concerned with Justice Involved Families, incarcerated youth, and justice involved youth, as requested.

Partners in the implementation of the County's comprehensive social emotional and educational service program to support the County's target at-risk populations (i.e. Foster Youth, Migrant Education, McKinney-Vento.)

Recommends and administers policies and procedures for comprehensive wrap-around services across programs focusing on the educational needs of the client population as well as trends observed network support needs.

Works closely with designated staff to coordinate, facilitate and implement wrap-around programs and crisis response services for the target population.

Coordinates assigned projects.

Maintains linkages with public schools, special services, community childcare providers, local, state and federal agencies for the purpose of collaborative sharing of information.

Supervises and evaluates certificated and classified staff as assigned.

OTHER DUTIES:

Performs other duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Juvenile justice systems, adult justice system, the Office of Reentry Services and the network of partners used to support justice engaged individuals;

Trends and statistics concerning justice engaged individuals and effective systems for combating recidivism;

Needs and behavior patterns of at-risk individuals and disadvantaged groups, and demographics of the population served;

Effective workforce entry/reentry strategies

Curriculum and instructional strategies training methodologies

Education laws relating to attendance, work experience programs and counseling

California Community College, California State University and University of California college systems.

Rules, regulations and policies of financial aid programs.

ABILITY TO:

Communicate effectively in writing and orally;

Coordinate with and expand when appropriate a network of partners to support justice engaged individuals;
Develop and implement innovative instructional programming to meet the needs of the target population;
Work and communicate effectively with other staff members, community agencies, parents, school districts, probation, social services, and other county agencies;
Work effectively with others in a wide variety of situations.

EDUCATION AND EXPERIENCE:

Three years of experience with educational advocacy and working with justice involved individuals.
Demonstrated leadership skills and organizational skills.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Master’s Degree preferred
Valid California Driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

A variety of working spaces including, but not limited to office settings with minimal temperature variations and in a clean atmosphere;
Multiple teaching-learning and planning spaces;
Classrooms inside and outside of incarceration facilities;
Hazards include potential exposure to communicable diseases, contact with blood and other body fluids and potential exposure to physical injury from aggressive student behavior;
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 and other instructional technologies;
Seeing to conduct inspection of data and school sites;
Some lifting, carrying, pushing, and/or pulling is required;
Generally, the job requires 60% sitting, 25% walking, and 15% standing.

	DocuSigned by: <i>Larry Oshodi</i> 84A286968D5B4A4...	8/10/2021 4:59 PM PDT
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52493...	8/10/2021 4:19 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date