

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: FOSTER AND HOMELESS YOUTH SERVICES SPECIALIST**

**BASIC FUNCTION:**

Under the direction of the Coordinator – Homeless & Foster Youth Educational Services, performs a wide variety of specialized and technical duties in support of the Foster and Homeless Youth Services Program of the Santa Clara County Office of Education. The Foster and Homeless Youth Services Specialist exercises responsibility for providing specialized assistance to the program supervisor, and technical program support through process development and analysis of program mandates to ensure educational access and progress for foster and homeless youth. Employees in the Foster and Homeless Youth Services Specialist position must be able to perform duties within a framework of standard policies and procedures with limited supervision. The Foster and Homeless Youth Services Specialist requires initiative, accuracy, organizational skills, research skills, ability to implement strategies to support program changes and legislative updates, respond to district staff, gather, monitor and interpret educational data for reports and collaborate with partners regarding program parameters and mandates when appropriate.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Monitors assigned educational data progress components and enrollment, gathers, organizes and maintains data records for local and state reports, and serves as a liaison to FosterVision.

Collects, evaluates and tracks data as to inquiries relating to the laws governing the educational responsibilities of schools to students in foster care or experiencing housing instability as defined by the McKinney-Vento law. Uses and creates electronic surveys and collects satisfaction surveys from program collaborative partners or program recipients.

Assists in the development, creation and implementation of program mandated processes and materials related to assigned functions to support students, families, school districts and community partners.

Researches and reviews existing materials and or services; ensures accuracy and uniformity of materials and data produced by program staff for reporting purposes; assists the supervisor in the collaboration with system and community partners as well as other subject matter experts to develop program services and materials

Provides technical assistance, guidance, support and training to school districts in relation to State and federal laws, programming and information pertaining to educational support of foster and homeless youth including trauma informed care and restorative justice as directed by supervisor.

Attends local agency, county and District meetings; at the direction of the supervisor, facilitate and co-chair local collaborative meetings; attends state mandated conferences and workshops as assigned,

participates in meetings and trainings; may conduct some aspects of training

Creates program documents, spreadsheets, forms, reports and informational tools as requested; prepares presentation materials, editing content and adding appropriate graphics and design elements; creates e-packets for families/guardians and professionals on topics of interest and for consulting purposes with Foster and Homeless Youth Services staff.

Plans, supports and monitors contracted events for youth, families for resource distribution, connection and support services.

Performs various administrative duties and tasks in support of the program supervisor; maintains records and reports as assigned to the position; processes administrative details not requiring immediate attention of program supervisor.

Prepares a variety of memorandums and correspondence, creates program documents, forms, reports and informational materials for Foster and Homeless Youth Program; prepares presentation materials, edits content and adds appropriate graphics as needed; compiles resources and maintains files related to services for foster and homeless youth; researches and reviews existing materials and services.

Provides support on distribution of information regarding mandates, processes and community services as requested.

Assists with providing outreach to various audiences including, but not limited to, foster families, group homes, community colleges, universities, school districts, community partners, shelters, housing agencies, non-governmental partner agencies and other programs as requested.

Provides information and resources regarding professional development opportunities in the community.

Effectively interfaces in written and oral form.

Provides families/guardians with information and materials based on needs of appropriately identified students; assists families in making referrals or inquiries to school districts and agencies.

Assists staff with internal functions and processes.

Participates in department meetings and collaborative community meetings.

Operates standard office equipment including computer, calculator, fax, copier, printer, and other related peripheral equipment.

Effectively uses word-processing, database, and spreadsheet software application programs in the course of assigned duties.

Can support development of Webinars and use web-based meeting platforms.

Other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

State and Federal mandates for students in foster care and eligible for McKinney-Vento services.

Local resources that support students in foster care and eligible for McKinney-Vento services.

Proper English, grammar, punctuation, vocabulary, and composition.

Child Welfare and Housing agency in addition to local school system infrastructures.

Community organizations.

Barriers that impact the educational success of students in foster care and those experiencing housing instability.

PowerPoint and webinar presentation creation.

Word processing, database, and spreadsheet software applications.

## ABILITY TO:

Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects.

Learn general and specialized software applications to support program.

Analyze data and effectively present in appropriate format according to audience.

Apply research methods and techniques.

Evaluate and compile data from multiple sources; write research reports and prepare summaries, charts and presentations.

Learn the operations, procedures, policies, and requirements of the program and effectively apply them in a variety of situations with good judgment.

Make sound judgments; provide resources and critical thinking when assessing the needs of students in foster care, school districts and community partners.

Communicate effectively and tactfully in both oral and written form.

Coordinate, plan, and develop administrative and program support functions.

Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature with clarity and precision.

Understand and carry out both oral and written instructions in an independent manner.

Analyze problems, issues or situations; determine problem causes; and take appropriate action to resolve problems identified.

Recommend improvements or enhancements based on data analysis or changes in legislation.

Establish and maintain effective work relationships with program staff, COE staff and community partners.

Attend meetings and trainings.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in social work, psychology, education, public administration, criminal justice or related field and at least three (3) years of experience working with homeless, foster and at-risk youth populations; experience must include developing, planning and/or

coordinating internal operations as well as those with community partners and performing public relations, special event coordination and/or professional development duties.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver’s license with a driving record that meets the County Office of Education's insurance requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read fine print, prepare and proofread documents.  
Sitting for extended periods of time.  
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.  
Moving and transporting program materials, lifting objects.

Approved by the Personnel Commission: July 9, 2014  
Revised: 9/09/20



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 09/09/2020