

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FOSTER YOUTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Supervisor – Foster Youth Services, performs a wide variety of specialized and technical duties in support of the Foster Youth Services Program of the Santa Clara County Office of Education. The Foster 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. Employees in the Foster Youth Services Specialist class receive limited supervision within a framework of standard policies and procedures. The Foster 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 and collaborate with partners regarding program parameters and mandates when appropriate.

REPRESENTATIVE DUTIES:

ESSENTIAL/TYPICAL DUTIES

Assists in the development, creation and implementation of program mandated processes and materials related to assigned functions

Researches and reviews existing materials and or services; ensures uniformity of materials and data produced by program staff for reporting purposes; collaborates with community partners and other subject matter experts to develop program services and materials

Collects, evaluates, tracks and keeps apprised of inquiries relating to the laws governing the educational responsibilities of schools to students in foster care. Uses and creates electronic surveys and collects satisfaction surveys from program collaborative partners or program recipients

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

Creates program documents, 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 Youth Services staff

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, non-governmental partner agencies and other programs as requested

Provides information and resources regarding professional development opportunities in the community

Effectively interfaces with customers 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

Assists staff with internal functions and processes

Participates in department meetings and collaborative community meetings

Facilitates and co-chairs committees as assigned

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

Other duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

State and Federal mandates for students in foster care

Local resources that support students in foster care

Proper English, grammar, punctuation, vocabulary, and composition

Child Welfare agency and local school system infrastructures

Barriers that impact the educational success of students in foster care

PowerPoint 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, TRAINING AND EXPERIENCE:

Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to a BA in social work, psychology, education, public administration, criminal justice or related field and at least three (3) years of experience working with foster youth and at-risk 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:

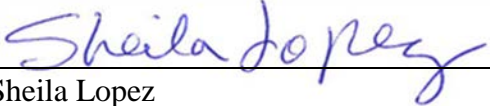
ENVIRONMENT:

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



Sheila Lopez
Director-Classified Personnel Services

July 9, 2014
Date