

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: MANAGER—FOSTER YOUTH SERVICES

#### BASIC FUNCTION:

Under the direction of the Coordinator-Foster Youth & Homeless Educational Services, serves as a Santa Clara County Office of Education's (SCCOE) foster youth services manager in collaboration with the Department of Child and Family Services (DCFS) for educational case management support; researches, coordinates, and assesses educational progress in accordance with State mandates and district reform, and school development planning; provides technical and planning services for implementation of data-driven programs and projects; serves as a resource to program representatives for special assignments; conducts special studies and in-service training programs.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Provides educational leadership to implement trauma informed continuum of care reform in county schools; represents SCCOE in the designing of educational programs and agreements that meet the criteria of the legislation to align cross-system coordination of service for foster youth.

Implements an educational protocol for school participation at Child Family Team meetings in coordination with DFCS and Juvenile Probation Department; coordinates foster youth educational setting and related programs with County-wide impact.

Develops, plans, assesses and supports educational programs and instruction, including Social Emotional Learning (SEL), Trauma Informed Practices and differentiated instruction, events, and projects that address the needs of foster youth; facilitates communication and support of foster youth between SCCOE, DFCS, Local Education Agency's and school sites.

Supports the development of social emotional and school climate program, such as, but not limited to: Positive Behavioral Interventions and Supports (PBIS) Training Program, and other Multi-Tiered System of Supports (MTSS).

Provides support for the use of data as a foundation for services and manages the training, delivery, and supports to implement an educational plan based upon the MTSS model for student success.

Provides analysis of educational records of youth in foster care in collaboration with DFCS, LEA's and school sites; assesses specific needs; researches materials and latest studies relevant to specific instructional program changes for foster youth; assists in the long and short-range plan with districts, schools and consortia.

Under the direction of the program supervisor, coordinates and provides educational leadership with governmental agencies on foster youth educational programs for all county schools representing SCCOE and public education.

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Provides a variety of educational advocacy, professional learning, and service connections for foster youth that are designed to improve educational outcomes based upon realities, constraints and expectations of school site and district leadership.

Assesses, interprets and advocates for equitable educational outcomes based upon California's MTSS guidelines and status of youth in foster care by identifying strengths, opportunities and obstacles to completing educational plans.

Works with the DFCS team to develop a systemic framework to regularly track and monitor educational progress toward graduation, A-G requirements, IEP goals, Free Appropriate Public Education (FAPE) and post-secondary options including financial aid offering intervention when milestones toward positive educational outcomes are unmet.

Maintains records, budgets; analyzes contracts and related documentation; produce reports and correspondence.

Develops and trains school district administrators, teachers, and staff in how to build an MTSS coordinated service delivery model to ensure healthy development of the whole child and is asset based that meets current policy.

Organizes and participates in the development and implementation of departmental policies and procedures.

Serves as the SCCOE representative or participant on local committees and task forces as assigned.

Provides professional learning to instructional leaders, certificated and classified staff; facilitates school leadership teams in planning; provides information and technical assistance to districts, schools and consortia.

Implements memorandums of understanding (MOUs) to contract with business partners, district offices, schools, consultants and non-regular employees to implement educational solutions.

Coordinates work assignments, supervises staff, and provides student data to appropriate county and school personnel; reviews work to assure compliance with established standards, requirements and procedures; assures understanding of established requirements.

Prepares and maintains a variety of reports, budgets, records and files related to foster youth and assigned activities.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information; attends a variety of meetings as assigned.

Operates a computer and assigned software programs; operates other office equipment as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

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

Coordinated system of support educational delivery model;  
 Strategic planning and implementation practices including educational policies;  
 Interpretation and use of assessment results;  
 Research and development of techniques in the field of education pertaining to foster youth and at-risk students;  
 Program evaluation standards;  
 Professional development in designing, interpreting and using assessment;  
 Federal, state and local laws, rules and regulations and policies affecting educational needs of foster youth, student foster care and probation programs related to assigned activities;  
 Current issues pertaining to foster youth in relation to the juvenile justice system, substitute care providers and private group home providers;  
 Technical aspects of field specialty;  
 Graduation and college entrance requirements;  
 Working with foster family agencies, foster associations and community-based organizations supporting foster youth;  
 Managing programs and projects;  
 Assessing programs;  
 Developing and delivering presentations;  
 Report preparation;  
 Modern office practices, procedures and equipment;  
 Basic budgeting practices regarding monitoring and control;  
 Correct English usage, grammar, spelling, punctuation and vocabulary;  
 Oral and written communication skills;  
 Interpersonal skills using tact, patience and courtesy;  
 Webinar training development and implementation  
 Operation of a computer and assigned software.

**ABILITY TO:**

Organize and direct operations, activities and staff teamwork in support of assessment activities;  
 Collaborate with district, school and agency leaders in support of youth in foster care or transitioning from care;  
 Maintain current knowledge of program rules, regulations, requirements and restrictions;  
 Perform duties and responsibilities using independent judgment and personal initiative;  
 Operate a variety of office equipment including a computer and assigned software;  
 Respond to requests and inquiries;  
 Interpret, apply and explain rules, regulations, policies and procedures.  
 Plan and organize work;  
 Meet schedules and timelines;  
 Maintain records and prepare reports;  
 Analyze situations accurately and adopt an effective course of action;  
 Communicate effectively both orally and in writing;  
 Establish and maintain cooperative and effective working relationships with others.

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**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 school site experience; school site administrator experience preferred; foster care education services experience preferred.

**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;

Preferred: bilingual proficiency in Spanish.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment;

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials.

	DocuSigned by: <i>Anisha Munshi</i>	9/8/2020
Approved:	<hr/> Anisha Munshi, Ed.D. Assistant Superintendent-Personnel Services	Date
	DocuSigned by: <i>Mary Ann Dewan</i>	9/8/2020
Authorized:	<hr/> Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date

Revised 7/8/20: Title changed from Manager-Safe & Healthy – FYS to Manager-Foster Youth Services.

Revised 9/8/20: Minor language changes to duties.