

# MONTEREY COUNTY OFFICE OF EDUCATION

## ASSISTANT MANAGER I EDUCATIONAL SUPPORT SERVICES FOR FOSTER YOUTH STUDENT SERVICES DIVISION

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 65  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Foster Youth Services Coordinator, the Assistant Manager of Educational Support Services for Foster Youth is responsible for assisting in the coordination of direct student services for Monterey County foster students.

### **SUPERVISOR:**

Foster Youth Services Coordinator

### **POSITIONS SUPERVISED:**

Classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Provide direct services to students as an educational case manager
- Coordinate and facilitate meetings (such as School of Origin meetings) with schools/districts, social workers, Court Appointed Special Advocates (CASA), educational rights holders to ensure school stability issues have been addressed to eliminate/reduce the number of school changes
- Participate in meetings with schools/districts, social workers, Court Appointed Special Advocates (CASA), educational rights holders, and representative from other agencies to identify student needs, review student progress, and plan services
- Plan and co-facilitate quarterly district liaison and advisory council meetings
- Facilitate the timely transfer of educational records
- Work directly with social workers, group homes and educational rights holders in enrolling/disenrolling students
- Work directly with the Department of Social Services to assist in the completion of educational updates for the courts
- Participate in relevant professional development opportunities
- Evaluate transcripts to ensure all partial credits have been awarded

- Refer students to available interventions, tutoring, supplemental educational services and after school programs
- Evaluate the educational progress of students, Individual Education Plan (IEP) goals, attendance, and other indicators of students achievement
- Provide academic guidance and develop educational plans to support progress towards high school graduation and other academic goals
- Refer students to Career Technical Education Coordinator for college and career exploration, assessment and enrollment
- Assists in the supervision of employees involved in performing clerical tasks
- Provides written and verbal reports as required to Foster Youth Services Coordinator/Assistant Superintendent of Student Services per request
- Manages and maintains day-to-day operations of Foster Youth Services Coordinating Program during the Foster Youth Services Coordinator temporary absence
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 40 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's degree from an accredited college or university
- Two (2) years' experience working in the field of education or social work

**Knowledge of:**

- Understand and be sensitive to the unique needs of students in foster care
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Case management skills
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures

- Interpersonal skills using tact, patience and courtesy

**Skills and Abilities:**

- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timelines
- Supervise and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports, records and files related to assigned activities

**Desirable Qualifications:**

- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- California Driver's License with evidence of insurability