

# MONTEREY COUNTY OFFICE OF EDUCATION

## **PROGRAM COORDINATOR I FOSTER YOUTH SERVICES STUDENT SERVICES**

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL** 73  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent of Student Services, the Program Coordinator I for Foster Youth Services (FYS) is responsible for planning, organizing, coordinating and implementing foster youth services and for facilitating the provision of educational and support services to foster youth in licensed foster homes or county operated Juvenile Detention facilities. The specific responsibilities of the coordinator are identified in California Education Code Section 42921(c).

### **SUPERVISOR:**

Assistant Superintendent of Student Services

### **POSITION(S) 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, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

- Work with the child welfare agency to minimize changes in school placement (EC Section 42921 [c])
- Facilitate the prompt transfer of educational records, including the health and education passport, between educational institutions when placement changes are necessary (EC Section 42921 [c])
- Provide education-related information to the child welfare agency to assist the child welfare agency to deliver services to foster children, including, but not limited to, educational status and progress information required for inclusion in court reports by Section 16010 of the Welfare and Institutions Code (EC Section 42921 [c])
- Respond to requests from the juvenile court for information and working with the court to ensure the delivery or coordination of necessary educational services (EC Section 42921 [c])
- Work to obtain and identify, and link children to, mentoring, tutoring, vocational training, and other services designed to enhance the educational prospects of foster children (EC Section 42921 [c])
- Facilitate communication between the foster care provider, the teacher, and any other school staff or education service providers for the child (EC Section 42921 [c])

- Share information with the foster care provider regarding available training programs that address education issues for children in foster care (EC Section 42921 [c])
- Refer caregivers of foster youth who have special education needs to special education programs and services (EC Section 42921 [c])
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Implement the FYS Program in accordance with the California Department of Education requirements
- Provide ongoing information about AB 490 compliance requirements to District Foster Student Liaisons
- Coordinate and facilitate academic “case management” along with the Liaisons for the Foster Youth in their districts at least on a quarterly basis
- Provide/facilitate training and technical assistance to districts and direct-funded charter schools regarding Foster Youth
- Attend quarterly meetings of District Foster Youth Liaisons, Semi-annual “Education and Social Services Roundtables” and annual training of the District Liaisons
- Meet regularly with the Department of Social and Employment Services (DSES) Education Liaison
- Collaborate closely with DSES to assist in educating and training, social workers, foster care providers and others providing services to Foster Youth
- Provide information regarding educational resources/services to social work units and foster care providers (tutoring services, after-school programs, supplemental services, testing schedules, etc.)
- Work closely with the Independent Living Program (ILP) division of DSES to help successfully transition Foster Youth towards emancipation
- Utilize and maintain the Foster Focus database in collaboration with DSES to store, update and provide information on Foster Youth in Monterey County
- Establish protocol utilizing the Foster Focus database system to become a “clearing house” for Foster Youth academic information to DSES and the District Liaisons
- Develop data sharing protocols among districts to facilitate transfer of records for foster youth placement changes
- Refer youth and caregivers to school and community tutoring services, Regional Occupation Program (ROP), and Monterey County Workforce Development Board (MCWIB) for job skills development
- Collaborate with Chief Business Officials to provide resource and services to the Foster Youth of Monterey County
- Work closely with neighboring county FYS coordinators to facilitate communication and planning around cross county placements
- Collaborate with DSES and Hartnell Community College
- Participate in planning and delivery of an annual workshop for High School foster youth
- Coordinate with AmeriCorps members to provide, and assist with, tutoring for Foster Youth at group homes
- Represent FYS as a liaison between state and districts and DSES and districts
- Facilitate FYS Advisory Council with DSES
- Represent FYS at monthly planning and oversight committees regarding foster youth, (e.g., Wrap Around Leadership meetings, Blue Ribbon Commission meetings and Governance Council meetings)
- Attend State mandated trainings/conferences for Foster Youth
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Perform 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 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 in 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 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, 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 in a social science discipline or related field
- Two (2) years experience in a leadership position
- Two (2) years experience working with school district personnel and community based organizations that serve youth
- Experience working with parents and youth

### **Knowledge of:**

- Program design, planning, development, implementation and evaluation
- Funding sources that provide direct support to programs
- Needs of Foster Students
- Skills needed to work collaboratively with school districts, multiple government and community agencies within the county and state
- Working with culturally diverse students, parents and community agencies and public at large
- Techniques for working effectively with groups in workshop, meetings, committees, councils and advisory boards
- Delivery of professional development/training to school and agency personnel

### **Skills and Abilities:**

- Organize, coordinate, and administer activities
- Maintain adequate and accurate records
- Communicate effectively with community organizations, students, parents and other helping agencies
- Maintain a record keeping system to track student progress
- Prepare all appropriate documents and reports to meet agency and program requirements
- Prepare agendas and conduct meetings when necessary
- Maintain positive working relationships with all agencies, parents, students and community
- Maintain flexible work schedule, which may vary day-to-day
- Communicate effectively in the English language both orally and in writing
- Communicate effectively with supervisor or designee

- Read and interpret data
- Present information to small and/or large groups
- Apply various presentation methods based on audience

**Desirable Qualifications:**

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- California Driver's License with evidence of insurability