YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM SPECIALIST—Foster Youth Educational Services

BASIC FUNCTION:

Under direction of an Assistant Superintendent or Director, and in conjunction with the designated coordinator, provide specialized services and support activities in designated program areas; perform other duties as assigned. The Foster Youth Program Specialist acts as a liaison between the courts, social workers, probation, SELPA, school districts, educational partners, community/business, and government agencies to insure that the educational needs of the students in the Foster Youth program are being met.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Advocate for students educational needs by coordinating links between schools, placement agencies, courts, social workers, SELPA and other educational agencies.

Work with districts and schools to ensure appropriate placement of students into schools by assisting schools and districts in assessing the educational needs of the individual students

Work with the child welfare agency to minimize changes in school placement.

Maintain a regular schedule of visits to student's school and foster care placement.

Maintain a daily log relating to specific activities/visits with each student.

Collaborate with schools to ensure consistent school attendance by student; participate as a member of IEP teams as appropriate; provide coordination, consultation, and program development in areas identified to support educational needs of foster youth;

Gather education and health records of students and follows up with schools to maintain complete records on students in the foster youth services program.

Prepare written and oral reports; maintains student program records and documentation; provide periodic reports to districts, schools, and partners.

Facilitate the transfer of the Education and Health records for each foster youth.

Refer students to programs that provide tutoring, counseling and mentoring services. Provide or refer student to direct intervention and prevention services.

Assist foster youth with transition services such as vocational training, emancipation services and training for independent living.

Assist foster youth with mainstreaming into a public school setting; assists in assessments, strategies, defining goals, preparing action plans, and accessing information and resources.

Plan and organizes meetings among staff involved in foster youth services; provide advocacy training for program and group home staff.

Participate in collaborative meetings to benefit foster youth; provide coaching and training in specific program area.

Work as an advocate for foster youth by serving as a liaison between schools, foster care provider, placement agencies and other organizations involved with foster youths.

Provide program services and support activities for clients who could benefit from specialized assistance.

Assist clients to develop training opportunities as well as aid clients in identifying and removing barriers and implement strategies.

Use a computer database system for preparation of documents and record keeping and coordinate database with partners' and Yolo COE system.

Ensure compliance with laws and grant regulations.

Attend designated specific program meetings and other Yolo COE meetings as necessary.

Provide training and conduct workshops in areas of responsibility; maintain knowledge of current laws and regulations pertaining to educational requirements of foster youth

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Elementary, secondary, and post-secondary institutions.
Designated programs. (see attachment of specific specialized skills)
Facilitation and assessment skills.
Oral and written communication skills.
Organizational skills and the ability to multitask.
Collaboration skills for partnership building.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Interview procedures.
Operation of a computer and assigned software, including e-mail.
Filing procedures and records management.

ABILITY TO:
Recommend and implement goals, objectives, and practices for providing effective and efficient instructional programs and services.
Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
Assure County Office and program compliance with laws and regulations.
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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree or three years of related experience in designated program area; experience/training which demonstrates ability to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be: degree/experience in recreation, psychology, health, child development or education. Experience working with high risk students in foster, residential or group homes is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Reaching overhead, bending at the waist, kneeling or crouching to file materials.
Ability to carry up to 15 pounds.
Ability to travel to multiple sites.
Sit, stand or walk alternately for up to 7 ½ hours per day.