
FOSTER YOUTH SERVICES COORDINATOR, ALTERNATIVE EDUCATION

Definition:

The Coordinator, Foster Youth Services (FYS) is responsible for the development and operation of the Foster Youth Services Program in Sonoma County; coordinates the development and implementation of the program while collaborating with various local, state and federal youth services agencies (i.e. Interagency Placement Council, Department of Behavioral Health; foster and group homes); and directs program activities while working with regional liaisons.

Distinguishing Characteristics:

- Working under the general direction of the Assistant Superintendent for Educational Support Services, the Foster Youth Services Coordinator assists in developing and implementing department goals, objectives and activities.
- Budgetary responsibilities include developing and administering the budget in accordance with the Foster Youth grant and in collaboration with the Director of Alternative Education.
- Responsible for the supervision of the Foster Youth Services Tutor position, be able to interpret and apply regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.

Supervision Received and Exercised:

Administrative direction is provided by the Director of Alternative Education.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Manages the operation of the Foster Youth Services Grant Application.
- Develops and implements the delivery system for program operation.
- Establishes goals, objectives and priorities for the delivery of youth services to various agencies including FYS sponsorship of volunteer tutors.
- Collaborates with a variety of local, state and federal youth services agencies i.e. Sonoma County Human Services, Department of Behavioral Health, foster and group homes and Voices of Sonoma.
- Assesses program goals and operation.
- Provides countywide liaison services for Licensed Children's Institution's programs, and Sonoma County Human Services.
- Develops and presents workshops and presentations.
- Develops and maintains program budgets.
- Trains and supervises staff.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Developing and implementing youth services programs, working with foster family agencies, foster associations and group homes, working with special education programs, participating on IEP teams, participating in transition planning teams (i.e. My Life), managing programs and projects, facilitating group activities.
- Establishing procedures and priorities, implementing educational programs, developing and managing program budgets, assessing programs, writing proposals; developing and delivering presentations, utilizing PC or Macintosh computer office applications including the Internet.
- Report preparation, historical, current and emerging issues in foster care programs, laws, rules and regulations related to special education and foster youth programs; school and community resources and referral procedures;

Ability to:

- Analyze and interpret and apply laws and regulations.
- Establish and manage priorities, processes and procedures.
- Collaborate with the Department of Behavioral Health and Department of Human Services.

- Work independently.
- Establish and maintain project deadlines.
- Manage multiple projects.
- Develop and implement youth services programs.
- Work with a variety of individuals and groups.
- Communicate effectively both orally and in writing.
- Travel to various locations.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Master’s Degree in Education from an accredited college or university.

Experience:

- Three (3) years teaching experience

Credentials:

- A valid California Teaching Credential (Elementary or Secondary) or a Pupil Personnel Services Credential and a valid California Administrative Services Credential, Certificate of Eligibility or current enrollment in an approved Administrative Services program with the ability to obtain an Administrative Services Intern Credential upon employment.

Desired Qualifications:

- One (1) year of experience as a site or district administrator;
- Two (2) years of working with programs or projects related to foster youth or group home youth on a school campus;
- Experience working with interagency councils supporting foster youth;
- Experience working with foster youth programs in a school district.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections, and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.