

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, Foster Youth & Homeless Education Services**

**Purpose Statement**

The Coordinator, Foster Youth & Homeless Education Services coordinates the delivery of Foster Youth and/or Homeless Education programs, and plans, evaluates, develops, implements, and maintains services in compliance with established guidelines.

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**Essential Functions**

- Collaborates with internal and external personnel (e.g. FYHES staff, child welfare offices, Court Appointed Special Advocates, Education Rights Holders, caregivers, judges, and attorneys, school district liaisons, etc.) to implement and/or maintain services and programs.
- Evaluates Foster Youth and/or Homeless Education programs, services, and staff to recommend and/or ensure that services are delivered in a timely manner and in compliance with mandated requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) to identify issues, develop recommendations, support other staff, and serve as a resource across San Diego County.
- Monitors budget allocations, expenditures, fund balances, and related financial activities such as fundraising, professional training offerings, and grants to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Researches and prepares grant proposals to provide written reference and supporting materials to obtain funding for services and programs.
- Oversees and administers federal and state grants.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) to maintain adequate staffing, enhance productivity of personnel, and achieve assigned objectives within budget.
- Prepares a variety of written materials (e.g. reports, budgets, training materials, improvement plans, grants, etc.) to document activities, provide written reference material, and/or convey information.
- Coordinates and conducts trainings to school district personnel, child welfare, probation, Court Appointed Special Advocates, Educational Rights Holders, and caregivers to deliver information and model best practices for assigned program(s).
- Conducts post-training analysis and follow-up to evaluate the effectiveness of the curriculum and the need for additional training.
- Maintains current knowledge of trends and changes in foster youth and/or students experiencing homelessness to maintain subject matter expertise and/or make recommendations.

- Compiles data from internal and external sources to analyze and track a variety of service provisions, including transportation invoicing and utilization.

**Other Functions:**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

KNOWLEDGE is required of: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; principles of best social work practices; and adult learning styles and the change process; accounting/bookkeeping principles; codes/laws/rules/regulations/policies relevant to assigned program(s); practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity. The job generally requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard-free indoor environment.

Experience Five (5) years of professional experience in foster youth, homeless, or child welfare services, providing support to school-aged children. Experience developing and delivering professional development is required.

Education Bachelor's degree in education, social services, social work, or other closely

related field.

Equivalency A combination of education and experience equivalent to a bachelor's degree in education, social services, social work, or other closely related field, and five (5) years of professional experience in foster youth, homeless, or child welfare services, providing support to school-aged children.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

FLSA Status: Exempt

Salary Range: Classified Management, Grade 045

Established: 2/2019

Revised: N/A

Approved by the Personnel Commission: 2/13/2019