

**PROGRAM ASSISTANT, FOSTER YOUTH SERVICES**  
**COORDINATING PROGRAM**

**Purpose Statement:**

Under general supervision, the Program Assistant, Foster Youth Services Coordinating Program (FYSCP), performs specialized and complex clerical duties in support of the Foster Youth Services Program, and assists in providing technical assistance and support for FYSCP related programs, the County-wide Transportation MOU, and contracted transportation services.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Essential Functions:**

Reviews data and reports for accuracy, completeness and compliance with applicable statutes, regulations, and program criteria.

Extract, manipulates, and compiles data for assigned program reports and summaries management analysis, and creates related charts, graphs and other presentation materials.

Tracks revenues and calculates funding allocations according to predetermined criteria; works with Internal Business staff to disburse funds to proper accounts.

Provides program information to SDCOE and school district staff regarding FYSCP program policies and procedures.

Maintains complex records and spreadsheets related to program data, financial reports, and documentation.

Attends meetings and makes presentations at workshops and training sessions as required.

Monitors all transportation related services and programming including referrals, data entry, daily services.

Develops content for and maintains program web pages as assigned.

Develops and maintains communications and outreach to FYSCP staff, districts, and other community partners.

Maintains program-related records and files.

Attends professional meetings and on-going professional development.

**Other Functions:**

- Performs other duties as assigned.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities:**

**Knowledge of:**

Modern office methods and procedures;

Effective recordkeeping systems and procedures;

Computer operations including Intermediate Microsoft Word, Excel, PowerPoint, Outlook, and desktop publishing and graphics/photo applications;

English grammar, spelling, and punctuation;

Statistical and clerical recordkeeping.

**Ability to:**

Use computerized spreadsheet programs, such as MS Excel, to maintain program records and data;

Plan, organize and facilitate activities, meetings, workshops;

Communicate effectively orally and in writing;

Establish effective working relationships with school staff, teachers, administrators and community members of varied cultural, linguistic and economic backgrounds;

Operate a computer and associated software;

Work effectively with minimal supervision.

**Working Environment:**

**Environment:**

Duties are typically performed in an office setting while sitting at a desk or computer workstation. Incumbents may occasionally be required to work outside of regular hours as needed. May be designated to work an alternate work setting using computer-based equipment to perform duties.

**Physical Abilities:**

Physical ability to perform duties involving: hearing and speaking to exchange information; seeing to perform assigned duties; sitting and/or standing for extended periods of time; dexterity of hands and fingers to operate computer and other office equipment; lifting of

light objects.. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Experience: Three (3) years' experience in an office support role involving the use of spreadsheet applications to maintain records and prepare complex reports. Previous experience providing support to educational foster youth services programs preferred.

Education: High school diploma or equivalent; or

Equivalency: A combination of education and experience equivalent to a high school diploma and three (3) years' experience in an office support role involving the use of spreadsheet applications to maintain records and prepare complex reports. Previous experience providing support to educational foster youth services programs preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-exempt

Salary Grade Classified Support Grade 050

**Personnel Commission Approved: May 18, 2022**

Revised: N/A