

DIRECTOR, TRANSITIONAL YOUTH SERVICES

Basic function

Under the direction of the Associate Superintendent, Educational Services, plan, organize, implement, evaluate, and continuously improve the services and programs in the Transitional Youth Services (TYS) program. Provide administrative leadership in the areas of research, development, data, planning, budget, technical assistance, training, grant contracts and monitoring, community-related projects and program management. Support internal programs and districts with foster youth and homeless education programs and services.

Supervision

Directly responsible to the Associate Superintendent, Educational Services.

Representative duties

- Serve as the SBCEO expert on homeless education and foster youth challenges, support practices, and state and federal legislation.
- Serve as a resource to school staff, district administrators, social services, shelters, caregivers, and students by conducting trainings, sharing information, and improving coordination of services and procedures with other agencies and school districts.
- Attend local, regional, and state conferences and workshops to maintain knowledge of the latest research, initiatives, legislation, and policies impacting foster and homeless youth services and programs. Disseminate information on new legislation or other changes to all necessary parties to maintain legal compliance and best practices.
- Develop and communicate in-depth and current knowledge of laws, regulations, and policies that impact homeless students and foster youth. Support agencies and schools to understand and implement laws related to homeless and foster youth.
- Conduct trainings and presentations on laws and issues related to the education of foster and homeless students to a variety of stakeholders including district and school administrators, community partners, parents, and staff.
- Facilitate the coordination of systems among schools, districts and social service agencies to improve the educational outcomes for foster and homeless youth. May include development of a shared data system requiring database development, negotiating needs of different agencies, and preparing detailed Memorandum of Understanding documents and/or contracts.
- Provide leadership, strategic planning, and direction to initiate new projects involving linkages between SBCEO, school districts, social service agencies, nonprofits, community and educational support organizations, and homeless shelters with respect to meeting the educational needs of students who are or are at risk of entering foster care, homelessness, or are attending court and/or community schools.
- Establish and maintain relationships between SBCEO, districts, schools, and all relevant youth-serving agencies and organizations to meet program objectives, maximize efficiency and ensure the effective delivery of services.
- Analyze district and site level data outcomes for foster and homeless youth. Provide technical assistance and support to districts and schools with the development of Local Control Accountability Plan (LCAP) goals, actions, and services that positively impact foster and homeless youth.

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- Collect, aggregate, and analyze diverse data for reporting to schools, community partners, and federal, state, and local funders.
- Develop and implement programs and processes to best meet the educational needs of foster and homeless youth.
- Measure program and process effectiveness through data analysis, and implement change in response to data analysis to improve services
- Hire and train program staff. Provide direct supervision, coordination, and evaluation of certificated and classified staff.
- Prepare and monitor annual budgets and financial transactions, determine allowable expenditures, ensure that funding requirements are met, prepare for and represent the program during financial audits, create, plan, and manage contracts, including budgets and subcontractor grants. Write and secure grants for local, state, and federal funding to ensure adequate fiscal support for the program.
- Participate in statewide Foster Youth Services Coordinating Program and Education for Homeless Children and Youth liaison meetings and work groups. Serve as Chair of the Santa Barbara County Foster Youth Services Coordinating Program Executive Advisory Council.
- In collaboration with SBCEO Juvenile Court and Community Schools (JCCS) and Special Education administrators and staff as appropriate, coordinate and over the provision of direct services to foster and homeless youth attending court and/or community schools.
- As assigned, serve as the SBCEO representative on local boards and committees related to foster and homeless youth.
- Perform other related duties as assigned.

Qualifications

Possession of a valid California administrative credential or certificate of eligibility. Master's degree from an accredited college or university in educational leadership, administration, or a related field preferred. Experience working with homeless and foster youth is preferred. Multiple years of increasingly responsible experience working in an educational institution or similar area related to programs and services.

Licenses and Certificates

Possession of a valid California Driver's License.

Working Conditions

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in the course of employment; possible requirement to attend evening and weekend meetings; possible overnight travel out-of-county.