



Job Description

POSITION TITLE:	Program Manager I, Foster Youth Services County Operated Schools and Programs	#6216
SALARY PLACEMENT:	Management Salary Schedule Range 8	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of County Operated Schools and Programs and the Director of Foster Youth Services, the Program Manager I, Foster Youth Services, will work directly with and provide training and technical support to San Joaquin County School Districts, Human Services Agency, attorneys, San Joaquin County Office of Education, students, parents, and community-based agencies to improve foster youth's educational outcomes and partner with them to create long-term plans for a successful future. The Program Manager I will plan and coordinate appropriate resources through information gathering, analyzing, and problem solving in order to provide the following services: Training and Technical Assistance in Foster Youth legislation, Foster Youth rights, Student Success Meetings, Individualized Educational Plans, graduation options, and school placement or change.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and/or experience that demonstrates an expertise in working with educational organizations, Dependency Court System, or Human Services Agency.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working with foster youth and foster youth services. Previous work experience serving in a leadership position and/or facilitating trainings or workshops regarding foster youth legislation and foster youth rights. Bilingual in English and Spanish. Previous work experience with Human Services Agency and/or public education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer;
- be flexible based on program needs;
- create and follow policies and procedures;
- supervise, evaluate, and train staff;

Knowledge of:

- assigned software;
- Foster Youth Legislation;

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings;
- effective communication skills;

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties;

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents management level positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide Training and Technical Assistance regarding Foster Youth legislation to employees of the Dependency Court System, San Joaquin County School Districts, Human Services Agency, attorneys, students, parents, community-based organizations, government agencies, and/or staff.
14. Collect educational history and school records of identified dependent youth.
15. Review and analyze case files, collected records, and information provided by social workers, minor's counsel, CASA and/or school representatives.
16. Prepare and present educational plans to the Dependency Court, San Joaquin County School Districts, Human Services Agency, attorneys, students, parents, community-based organizations, government agencies, and/or staff.
17. Oversee transitions and follow-through of school placements and SPED issues.
18. Work independently with little direction.
19. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels in person and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to individuals, groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.