

JOB DESCRIPTION
San Diego County Office of Education

PROJECT SPECIALIST, FOSTER YOUTH AND HOMELESS EDUCATION

Purpose Statement:

Under general direction, the Project Specialist, Foster Youth and Homeless Education, plans, coordinates and promotes the development and implementation of the Foster Youth Services Program and/or McKinney-Vento Homeless Education Services Program; performs top-level staff assignments and professional-level activities in support of the Foster Youth Services and/or Homeless Education Services.

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.

Essential Functions:

- Serves as an expert to assist District Foster Care Liaisons, McKinney-Vento Homeless Education Liaisons, agencies, caregivers, and stakeholders working with students in foster care and/or those who are experiencing homelessness.
- Supervises FY & HES Education Liaisons and other support staff in supporting local school districts and community-based organizations and placing agencies, the Health and Human Services Agency (HHSA), Child Welfare Services (CWS) and others involved in the education of students in foster care and/or those who are experiencing homelessness.
- Consults and advises county school districts and community agencies of the laws and mandates relating to the education of students in foster care and/or those who are experiencing homelessness, child welfare mandates, federal and state regulations, and laws affecting the education of students in foster care and/or those who are experiencing homelessness, including AB 490, Special Education (IDEA and Americans with Disabilities Act & Section 504 of the Rehabilitation Act) and the McKinney-Vento Act.
- Develops and implements a tracking system, gathers reliable, valid and comprehensive information and unduplicated data on service provision to students in foster care and/or those who are experiencing homelessness as required by the California Department of Education and per grant and contract requirements.
- Assists in the evaluation of The Tutor Connection Program, grants, in-service programs for the purpose of ensuring these programs are within the guidelines and are meeting the needs of students.
- Presents program information to colleges and universities for the purpose of promoting awareness of the FYHES program and services, gaining feedback and complying with established internal controls.

- Assists with the implementation of The Tutor Connection Program in partnership with local universities for the purpose of ensuring the guidelines of the program are being followed.
- Supervises volunteer tutors for the purpose of overseeing their activities with students in foster care.
- Oversees a variety of direct service programs including tutoring, mentoring, transition and emancipation services.
- Designs programs that meet the needs of students in foster care and/or those who are experiencing homelessness and their communities of support. Elicits feedback from community stakeholders and utilizes input to design and implement needed services.
- Collects data and assists in evaluating the needs of students in foster care and/or those who are experiencing homelessness at the school, community needs, and assessing risk factors.
- Coordinates with community agencies, the court, minor's counsel, advocates, mentors, Court Appointed Special Advocates, caregivers, law enforcement, schools and districts to develop and/or implement appropriate strategies to address the needs of students in foster care and/or those who are experiencing homelessness.
- Creates and provides training and technical assistance on issues pertaining to students in foster care and/or those who are experiencing homelessness.
- Provides oversight of and fulfills all grant requirements.
- Provides follow-up on in-service training sessions and evaluates the need for additional training.
- Assists with evaluating the effectiveness of direct services provided by SDCOE.
- Prepares related records and reports including evaluation studies and semi-annual reports required by the State.
- Represents SDCOE at community forums and collaboratives.
- Leads and participates in designated agency, district, county, and state meetings.
- Maintains knowledge of current laws and regulations pertaining to educating students in foster care.

Other Functions:

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

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Human-centered and socially conscious leadership.

The organization and operations of the Foster Youth and Homeless Education Services Program and/or experience with foster care and court-involved youth including delinquent or incarcerated students and/or those who are experiencing homelessness.

Federal and state regulations and laws affecting the education of foster children and those who are experiencing homelessness, including children with special needs.

The link between substitute caregivers, community-based organizations, placing agencies and educational agencies and advocacy groups.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others, creating a sense of

belongingness.

Practice cultural competency while working collaboratively with diverse groups and individuals.

Develop, implement, evaluate, and research project materials and services.

Plan, organize, and lead activities, workshops, meetings and multimedia events

Advise on program improvement.

Operate computers and related software.

Maintain records and write reports.

Read and interpret legislation and ensure compliance with state and federal regulations.

Make oral presentations to large and small groups.

Communicate effectively both orally and in written format.

Provide effective leadership to assigned staff.

Work effectively with individuals from various ethnic and cultural groups.

Work independently and as part of a team.

Working Environment:

ENVIRONMENT:

Duties are typically performed in a school or office setting.

Requires the ability to travel to a variety of worksites.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Three (3) years of experience in foster and/or homeless education serving vulnerable youth.

Education: A bachelor's degree in social work, education, psychology, or closely related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in social work, education, psychology, or closely related field, and three (3) years of experience in foster and/or homeless education serving vulnerable youth.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management Salary Schedule, Grade 035

Personnel Commission Approved: January 17, 2010

Revised: 02/2012; 09/2014; 10/2021; 09/2025