MT. DIABLO UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST, FOSTER YOUTH AND HOMELESS YOUTH

Primary Function

Assesses services and educational needs of foster youth and homeless youth located in MDUSD in coordination with school staff members and county agencies. Assists foster homes and group homes with educational planning for students with complex educational needs. Provides direct services to individuals and groups of foster children as needed. Develops and assists in the development of case plans (with clear goals and objectives) for Foster Youth Services students. Oversees targeted case management activities of Foster Youth Services.

Directly Responsible To

Director, Student Services

Major Responsibilities

1. Identifies services and educational needs of foster youth and homeless youth located in MDUSD-**E**

2. Provides leadership in identifying, implementing, improving and evaluating the needs of foster youth and homeless youth to MDUSD and communicating this information to staff responsible for scheduling, services, intervention and supports- **E**

3. Serves as a liaison and consults with other professionals, appropriate agencies, and the community in relation to foster youth and homeless youth in relation to regional efforts to improve student outcomes including “Surrogate Parent” requirements of foster youth with IEPs. **E**

4. Collaborates with schools and district departments to promote parent awareness regarding the identification and rights of foster youth and homeless youth. **5.** Maintains accurate records in district and state database systems for foster youth and homeless youth. **E**

6. Through collaboration with site and district service providers, provides support and quarterly progress monitoring for foster youth and homeless youth initiatives, including progress of identified performance targets and timelines. **E**

7. Serves as a resource person for administrators, staff and parents including conducting professional development or attending meetings for foster youth and homeless youth as requested.

8. Establishes and maintains rapport, communications, and cooperative working relationships with district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with foster youth and homeless youth.

9. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the superintendent or designee.

10. Performs other job-related duties as assigned.

Qualifications

1. Knowledge of the rights and responsibilities of school districts for foster youth and

homeless youth.
2. Ability to work effectively with all segments of the educational community and general public.
3. Ability to initiate and coordinate programs and projects.
4. Knowledge of personal computers, computer hardware and software.
5. Ability to facilitate groups and skill in using the collaborative process.
6. Ability to exercise good judgement and tact.
7. Knowledge of basic elements of instruction and student achievement. 8. Ability to speak, write and communicate effectively with all stakeholders in the community.
9. Ability to assemble and analyze data, and make appropriate recommendations for action.
10. Skill in logical thinking and the ability to explain difficult materials in a clear manner.
11. Knowledge of budget development, maintenance, and evaluation.
12. Ability to design and implement procedures.
13. Knowledge of district operations and procedures.
14. Proficiency in the use of Student Information Systems and data analysis tools. 15. Knowledge of District policies, applicable sections of the state Education Code and other laws and regulations
16. Ability to interpret, apply and explain rules, regulations, policies, and procedures as they relate to college and career readiness

Education, Training and Experience

1. Successful experience working in a public school system supporting diverse student populations for at least five years.
2. Experience and knowledge of the rights and responsibilities for foster youth and homeless youth in the school system and across county and community agencies. 3. Progressive experience in roles of responsibility in providing leadership in a school or district setting.
4. Post graduate work in school administration, student services or a related field.
5. Possession of a valid administrative services credential preferred.
6. Experience in providing professional development and/or trainings to adult learners.

Physical Abilities

1. Hear and speak to make presentations and exchange information in person, via virtual meetings and on the telephone
2. Communicate so others will be able to clearly understand normal conversation 3. Dexterity of hands and fingers to operate a computer keyboard and manipulate paper 4. See to prepare documents and reports and to observe other personnel 5. Sit or stand for extended periods of time
6. Work at a desk, conference table, small student classroom table, or in meetings in various configurations
7. Hear and understand speech at normal levels

8. Kneel,
9. Bend at the waist,
10. Reach overhead, above the shoulders, and horizontally;
11. Lift objects weighing up to 25 pounds.

DMA Salary Range: 19- 205 Days Certificated
or Range 15 (238 days) Classified

Board Approval Date