

**SAN MATEO COUNTY OFFICE OF EDUCATION  
COUNSELOR/EDUCATIONAL LIAISON, FOSTER YOUTH SERVICES**

**JOB SUMMARY**

Under direction of an assigned Program Administrator and in partnership with the San Mateo County Human Services Agency's Youth and Family Services Division, the Counselor/Educational Liaison provides a wide variety of educational support services to youth placed in short-term and long-term foster care and emergency shelter care placements.

**QUALIFICATIONS**

Licenses & Other Requirements:

- Valid Pupil Personnel Services Credential in School Counseling or Social Work
- Valid California Driver's license

Desirable Qualifications:

- Successful experience working with at-risk youth
- Established pattern of professional growth and leadership
- High degree of professionalism and flexibility
- Ability to establish and maintain effective working relationships with diverse groups

**ESSENTIAL DUTIES**

- Develop educational plans and provide case management services for students served in the county shelter/foster care program;
- Facilitate initial placement of county shelter/foster care students in appropriate school setting;
- Monitor each county shelter/foster care student's academic progress to determine the effectiveness of school placement and services;
- Refer county shelter/foster care students for educational assessment as appropriate; provide encouragement and guidance to promote the self-esteem of county shelter/foster care students;
- Search, locate and facilitate the transfer of records;
- Attend IEP and/or other educational meetings;
- Advocate for and work with placement staff regarding the transition of children to new placements;
- Respond to staff, community and district concerns as an advocate for students;
- Maintain data on the academic progress of and services provided to county shelter/foster care students;
- Participate in and provide data as requested for joint meetings of representatives of the San Mateo County Human Services Agency, the San Mateo County Superintendent of Schools and school districts;
- Develop and implement appropriate professional goals and objective for ongoing professional growth;
- Perform other duties as assigned.

**KNOWLEDGE OF:**

- Childhood growth and development;
- Guidance and counseling theories and practices;
- Educational program planning, test interpretation, and other facets of counseling related to academic progress of school aged students;
- Special education laws, process and procedures;
- Social, educational and emotional concerns of children who have experienced abuse and/or neglect;
- Alternative approaches, crisis intervention and networks within San Mateo County community resources.

**SKILL AND ABILITY TO:**

- Work effectively with children who have been abused and/or neglected;
- Motivate students toward completion of significant educational goals;
- Establish and maintain cooperative and effective working relationships with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Collaborate effectively with school, County Office and outside agency personnel;
- Multi-task and establish priorities in a fast paced work environment;
- Investigate and resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action;
- Communicate effectively orally and in writing;
- Collaborate on inter-and intra-agency levels;
- Keep accurate records and submit reports in a timely manner.

**WORKING CONDITIONS:****Environment:**

- Indoor work environment

**Physical Demands:**

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Ability to react quickly
- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard