

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Foster Youth Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	1959	WORK YEAR:	12 Months
DEPARTMENT:	Foster Youth Services Department	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director I, Youth Development	BOARD APPROVAL:	05-15-00
		HR APPROVAL:	07-12-10

BASIC FUNCTION:

Plan, organize, and coordinate the Foster Youth Services Program; provide assistance and support in the implementation, monitoring, and evaluation of the Foster Youth Services Program; conduct research, planning, and proposal writing for grants and other outside funding opportunities; analyze data, and compile reports to improve the effectiveness of the Foster Youth Program in the Sacramento City Unified School District (SCUSD).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Serve as the district’s educational liaison to serve foster children, per AB 490. **E**

Act as a liaison with participating agencies to ensure the implementation of foster youth program services and activities, such as educational assessments, facilitating transfer of educational and health records, mentoring, transition services, and higher education and training outreach; coordinate placement and/or follow-up procedures for newly entering foster youth students. **E**

Represent the district in matters pertaining to foster youth in dealing with appropriate state and county offices, other school districts, and community and state agencies and organizations who are concerned with foster youth and children. **E**

Develop and coordinate strategic plans and grants for the Foster Youth Services Department. **E**

Develop and coordinate the preparation of the department’s annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Coordinate LEA Medi-CAL reimbursement and billing processes for Foster Youth Services Department. **E**

Assist with making presentations to SCUSD staff, community members, parents, and potential funding sources regarding Foster Youth Services. **E**

Assist with development, coordination, and implementation Foster Youth Services marketing campaigns. **E**

Cooperate with other staff and community agencies in developing a plan for providing needed services, including educational, counseling, social, health, and parent education for foster home parents and students. **E**

Provide counseling and follow-up services to district foster youth and foster parents with respect to support services available in the areas of health, family relationships, and communication and attendance problems. **E**

Coordinate a data management system for each foster child containing pertinent, available data from present and previous schools and other appropriate agencies. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate, collaborate, and develop effective relationships with administrators, district personnel, community agencies and organizations in the foster youth arena to coordinate activities and programs, improve services, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff to achieve annual objectives; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree with a major in social welfare, psychology, education, criminal justice, or a related field, and three years increasingly responsible experience with foster youth.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, provide personal automobile, and proof of insurance; Administrative Services Credential and/or Pupil Personnel Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Foster children challenges and potential solutions.

Current issues pertaining to foster youth in relation to the juvenile justice system, education, and private group home operators.

Foster Youth Services management strategies, funding opportunities, and community contacts.

Planning, organization, and coordination needed for Foster Youth Services.

Budget preparation, control, and fund-raising.

AB 490 and other applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Plan, organize, and coordinate the district's Foster Youth Services Program.

Identify, contact, develop, and coordinate community and educational resources.

Allocate funds to sites or programs.

Communicate options, limitations of funding, and program development.

Establish and maintain effective working relationships with staff, parents, and the public.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.
Operate a computer terminal to enter data, maintain records, and generate reports.
Plan, organize, and evaluate work to meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

(Former Classification: Coordinator I, Foster Youth Services)

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.