

## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

### Position Description

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<b>TITLE:</b>	Foster Youth Services Program Associate	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9711	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Foster Youth Services	<b>SALARY:</b>	Range 51 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	10-12-11
		<b>HR REVISION:</b>	02-17-16

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Perform highly complex duties and provide assistance related to the implementation of prevention and intervention programs and projects including, but not limited to, foster youth services, youth engagement services, and other special projects; support the goal of improving educational outcomes for students; provide support to Youth Development Specialists as required.

**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.)**

Provide support and communication between the schools, community partners, and the Foster Youth Services Department of the Sacramento City Unified School District. **E**

Assist in performing a variety of specialized services and foster youth specific activities to identified foster youth students and their care providers, guardians and educational rights holder including screening, assessment testing, needs appraisal and evaluation, crisis intervention, , case management, tutoring referral, monitoring, implementation of groups and programs, and general support. **E**

Provide case management support to foster youth including commercially sexually exploited children and other at-risk students; plan and implement groups and activities for foster youth students; manage and monitor minor Foster Youth Services projects as applicable. **E**

Interact with parents, caregivers, foster parents, group home staff, educational rights holders, foster youth legal counsel, and county placement agencies in answering education-related questions; assist in locating missing transcripts to ensure foster youth receive full credit earned. **E**

Prepare and create statistical and evaluation analyses; prepare summary and evaluative reports; process incident reports. **E**

Perform initial interviews, needs assessments and testing of foster youth students. **E**

Review assessments with the individual students, foster parents, care providers/guardians and/or group home personnel. **E**

Convene necessary meetings for support project goals; represent the department and/or unit at community meetings and events. **E**

Maintain confidentiality of privileged information obtained in the course of the work, and participate in school meetings related to case management of identified foster youth students including, but not limited to: IEP meetings, SST meetings, SART and SARB Hearings, and parent-teacher conferences. **E**

Make visits to schools and community agencies as needed to meet with students and strengthen collaborative service efforts; confer with teachers and other personnel concerning programs and materials to meet individual student needs. **E**

Work collaboratively with other departments to obtain pertinent information for case files. **E**

Provide in-service training for students regarding personal, interpersonal and social problems. **E**

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**

Participate in meetings and professional development training programs; assist in organizing and directing enrichment and recreational activities; direct group activities with students as assigned; provide social and emotional support, and general guidance. **E**

Perform a variety of clerical duties, such as preparation of instructional and program materials, taking attendance, maintaining records and files and gathering data for yearly reports as required . **E**

Prepare clear and concise reports; organize and conduct presentations, programs, projects, and training involving students, district personnel, and outside agencies; work with multiple community agencies, particularly after school or out of school time programs. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, queries, lists and summaries; operate a variety of office machines and equipment; lift light objects. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Graduation from high school, four years of experience in the field of, social services or psychology and prevention and intervention programs, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, or have an associate's degree, or pass the district paraprofessional test, in order to be No Child Left Behind (NCLB) compliant. Experience must include organizing and implementing creative and effective programs and working with diverse constituencies and cultures. Advanced degrees are preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Bilingual preferred. Overall scores in computer software testing program preferred as follows:

Typing .....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Dependency and delinquency systems and foster youth community needs.

Familiarity with Sacramento neighborhoods, community resources and issues, especially as they pertain to youth culture and youth development, foster youth, commercially sexually exploited children, substance abuse, gang activity, and other "at-risk" behaviors.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Operation of a computer and related software.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.  
 Principles and techniques of interviewing and recording social casework.  
 Applicable sections of the State Education Code and other applicable rules, regulations, and laws.  
 District policies and procedures related to assigned activities.  
 Record-keeping techniques.  
 Public speaking techniques.  
 Oral and written communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
 Listen to students and families with patience and understanding.  
 Set limits and personal boundaries for students.  
 Work confidentially with discretion  
 Operate a computer and related software.  
 Work with diverse cultures.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Maintain records and prepare reports.  
 Prepare and deliver oral presentations.  
 Lift light objects according to safety regulations.  
 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.  
 Establish rapport, confidence, and trust with colleagues, parents, students, district personnel, community members, and outside agencies.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office, school site, and home environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information, and make presentations; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**APPROVALS:**

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Union(s) Signature

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Date

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date