



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Program Specialist, Foster Youth Services Coordinating Program

Class Code: 1292

Work Days: 210

GENERAL PURPOSE

Provide specialized services in support of the Foster Youth Services Coordinating Program (FYSCP). Assist staff in developing programs, conducting training, and coordinating educational resources for dependent youth in Orange County; collaborate with community services agencies, division staff, and others to evaluate educational programs; coordinate curricular resources; advocate for dependent youth; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. May provide direct supervision over technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Support service coordination and implementation of specialized programs.
 3. Provide leadership and support to the Foster Youth Services Coordinating Program in the interpretation and application of FYSCP policies and regulations and to achieve grant goals.
 4. Provide assistance to students, parents, social workers, group homes, and other agency staff in solving school-related problems and coordinating appropriate instructional programs between place of residence and school.
 5. Assist with in-service training, consultation, and guidance on the use of new and innovative methods, strategies, and materials that enhance the education progress of students.
 6. Support the establishment of working relationships between districts, probation, social service agencies, Orange County Juvenile Court programs, health care agencies, caregivers, youth, and the Department to strengthen collaboration and improve coordination of services for students.
 7. Attend conferences and departmental meetings and serve as division representative as necessary to develop information for enhancement and enrichment of staff and the instructional curriculum.
 8. Review recent research and trends and evaluate and disseminate information concerning newly developed materials and equipment.
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9. Assist in the implementation of strategies to improve academic outcomes for dependent youth.
 10. Develop recording and documentation systems as needed under contract guidelines and maintain records; compile reports and statistical information required for evaluation of program effectiveness.
 11. Assist in the transition process when dependent youth change placement.
 12. Assist in the supervision and coordination of interns to support the FYSCP.
 13. Provide support to the OCDE Crisis Response Network.
 14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operational characteristics, services, and activities of the Foster Youth Services Coordinating Program.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Dependency system as it relates to and affects youth's academics, behaviors, and social-emotion health.
4. Local Education Agencies, Social Services Agency, Probation Department, Health Care Agency, and other agencies related to the dependency system.
5. Community-based organizations, public and private educational agencies, and other organizations related to the FYSCP.
6. Crisis intervention techniques as they relate to grief and loss.
7. Resources, programs, and agencies that support dependent youth.
8. Pertinent federal, state, and local codes.
9. Recent developments, current literature, and sources of information related to FYSCP.
10. Modern principles and practices of program development and implementation.

Ability and Skill to:

1. Translate policies and procedures into practical applications.
2. Develop and administer departmental policies under supervision.
3. Manage and resolve conflicts and problems related to the program.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.

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10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 11. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in education and three (3) years of educational experience with at least two (2) years of experience working with youth in the dependency system or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California Pupil Personnel Services credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.