



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

---

**Senior Administrator, Foster Youth Services Coordinating Program**

**Class Code: 1616  
Work Days: 225**

**GENERAL PURPOSE**

Provide leadership for the Foster Youth Services Coordinating Program (FYSCP) for the Orange County Department of Education (OCDE); plan, develop, implement, and oversee services designed to promote the success of foster youth; serve as a resource to school districts and other agencies related to programs for foster youth. Coordinate assigned activities with other units, divisions, and outside agencies and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over managerial, professional, 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. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for FYSCP; and recommend and implement policies and procedures.
  2. Oversee the coordination of services, resources, and technical assistance to schools, districts, and community agencies focused on programs and resources for students in specialized services, including foster youth.
  3. Establish and maintain working relationships between districts, probation, social service agencies, health care agencies, caregivers, youth, and the Department to ensure program implementation.
  4. Coordinate assigned activities with other Divisions, outside agencies, businesses, and the public.
  5. Develop and administer programs' budgets and forecast and seek additional funds.
  6. Develop and implement strategies to improve academic achievement for foster youth.
  7. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
  8. Develop, coordinate, direct, and implement programs and activities suited to the community's needs.
  9. Represent OCDE and actively participate in a broad array of program activities.
  10. Attend conferences and departmental meetings, serve as division representative, advocate for foster youth, and share best practices.
-

- 
11. Provide leadership in interpreting and applying foster youth services program policies and procedures and foster youth education legislation regulations.
  12. Represent OCDE and actively participate in a broad array of program activities.
  13. Develop, lead, and participate in professional development at division meetings.
  14. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in foster youth and education.
  15. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for specialized student programs and activities; and prepare statistical reports.
  16. Demonstrate attendance sufficient to complete the duties of the position as required.
  17. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Organization and effective management practices and principles.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Theories, principles, and practices and their application to a wide variety of education services for foster youth.
5. Recent developments, current literature, and sources of information related to FYSCP.
6. Pertinent federal, state, and local laws and codes.
7. Modern principles and practices of program development and implementation.
8. Principles and practices of budget preparation and control.
9. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to foster youth.
10. California Education Code, Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.

#### **Ability and Skill to:**

1. Plan, direct, and coordinate educational programs.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Develop reporting procedures to document, evaluate, and make recommendations regarding the effectiveness of programs, services, and products.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Elicit community and organizational support for programs for foster youth.

- 
7. Establish and maintain effective working relationships with various constituencies.
  8. Interpret and explain laws, codes, contracts, policies, and procedures.
  9. Develop and present training materials.
  10. Prepare clear and concise correspondence, reports, and other written materials.
  11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  12. 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 master's degree in education, administration, pupil personnel services, or a related field and five (5) years of administrative experience involving foster youth or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California Pupil Personnel Services or Administrative 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 may 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.