



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

Senior Educational Liaison, Foster Youth Services

**Class Code: 1426
Work Days: 225**

GENERAL PURPOSE

Plan, organize, and supervise Foster Youth Services staff, and to serve as a liaison between schools and the Social Services Agency and Probation Department to ensure the academic needs of foster youth are met; gather and assess foster youth's educational records and credits; and lead participate in special projects and/or working groups; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, clerical, and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work 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. Plan, supervise, and assist in the work of Foster Youth Services staff.
 2. Approve educational records and provide direction for reports concerning new or ongoing programs and program effectiveness.
 3. Supervise foster youth programs and activities providing leadership, oversight, and support to a variety of projects and committees.
 4. Manage a caseload of foster youth and; act as a liaison for foster youth regarding educational issues.
 5. Work collaboratively with school districts, social services, probation, and other community agencies to ensure educational supports and services are in place.
 6. Collaborate with program staff and community agencies and participate in multi-disciplinary meetings to develop appropriate vocational/educational plans.
 7. Facilitate trainings regarding foster youth and educational issues for staff and community partners; develop training materials.
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ESSENTIAL FUNCTION STATEMENTS (cont.):

8. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
9. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
10. Plan, prioritize, assign, and review the work of staff responsible for providing services for Foster Youth; prepare work schedules for appropriate staff.
11. Prepare and facilitate reports as required.
12. Review recent research and trends; evaluate and disseminate information to recommend program and system improvement as applicable.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of supervision, training, and performance evaluation.
2. Basic operations, services, activities, and guidelines of Foster Youth Services Program.
3. Resources, programs, and agencies that support dependent youth.
4. Career and educational planning.
5. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
6. Community based organizations, education agencies, mental health providers, and other local agencies providing services to foster youth and families.

Ability and Skill to:

1. Manage and coordinate projects and resources.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.

Ability and Skill to:

7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; 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 Bachelor's degree from an accredited college or university with major course work in Human Services, Social Work, Psychology, Counseling, or related field and three (3) years of experience working with foster youth and/or at-risk youth on educational planning and/or case management.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surface.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

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.

8/12, 7/17