



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

---

**Coordinator, Foster Youth Services**

**Class Code: 1149  
Work Days: 210**

**GENERAL PURPOSE**

Coordinate interagency collaboration and improve educational outcomes for foster youth in accordance with the Foster Youth Services (FYS) Program; 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 professional, technical, and/or clerical 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. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Establish and maintain working relationships between districts, probation, social service agencies, health care agencies, caregivers, youth and the Department to ensure implementation of the program.
  3. Provide assistance to students, parents, social workers, caregivers, and other agency staff in solving school related problems and coordinating appropriate instructional programs between place of residence and school.
  4. Develop and implement strategies to improve academic achievement for foster youth.
  5. Coordinate, direct, and implement education programs suited to the needs of the community.
  6. Select, train, supervise, and evaluate personnel; work with employees to correct deficiencies.
  7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  8. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
-

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

9. Ensure that required information and reports are provided to the California Department of Education.
10. Provide staff support and regular progress and expenditure reports.
11. 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.
12. Provide leadership in the interpretation and application of foster youth services program policies and regulations.
13. Review recent research and trends; evaluate and disseminate information concerning newly developed materials and equipment.
14. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for foster youth programs and activities; prepare statistical reports as required.
15. Participate in the preparation and administration of a program budget; submit budget recommendation and monitor expenditures.
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. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Theories, principles, and practices and their application to a wide variety of education services for at-risk youth.
3. Recent developments, current literature, and sources of information related to foster youth services program.
4. Pertinent federal, state, and local laws and codes.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Modern principles and practices of program development and implementation.
7. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.

**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.

---

**Ability and Skill to (cont.):**

3. Recommend and implement goals, objectives, and practices for providing effective and efficient CTEp programs.
4. Elicit community and organizational support for programs for at risk youth.
5. Develop, implement, and follow appropriate schedule and project management systems as well as general organizational systems.
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.
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; 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 from an accredited college or university with major course work in a field related to curriculum and instruction and five years of increasingly responsible administrative experience in curriculum and instruction.

**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. 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 30 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

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. Program needs may require work in the evening and/or weekend hours.

Revised 3/2017