



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

---

**Program Specialist, Foster Youth Services**

**Class Code: 1292  
Work Days: 210**

**GENERAL PURPOSE**

Provide specialized services in support of the Foster Youth Services Program. Assist staff in the Foster Youth Services Program in conducting trainings and coordinating educational resources for Orange County dependent youth; collaborate with community services agencies, division staff, and others to evaluate educational programs; coordinate curricular resources; advocate for dependent youth; and provide responsible and complex staff assistance as required.

**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 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. 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.
  3. Provide ongoing staff development, in-service training, consultation, and guidance on the use of new and innovative methods, strategies, and materials which enhance the education progress of students.
  4. 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.
  5. Provide leadership and support to the Foster Youth Services program in the interpretation and application of foster youth services program policies and regulations; and to achieve grant goals.
  6. Review recent research and trends; evaluate and disseminate information concerning newly developed materials and equipment.
-

---

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

7. Assist in the implementation of strategies to improve academic outcomes for dependent youth.
8. Provide educational case management to collaborative court programs.
9. Develop recording and documentation systems as needed under contract guidelines; maintain records; compile reports and statistical information needed for evaluation of program effectiveness.
10. Assist in the transition process when dependent youth change placement.
11. Plan, supervise, and train social work interns to support the Foster Youth Services Program
12. Provide leadership and support to the Alternative Education Crisis Response Team and the OCDE Crisis Response Network.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
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 program.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Dependency system as it relates to and effects 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. Crisis intervention techniques as they relate to grief and loss.
6. Collaboration building.
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 program.
10. Basic principles of supervision, training, and performance evaluation.
11. Community-based organizations, public and private educational agencies, and other organizations related to Foster Youth Services
12. 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 program.

---

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

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.
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 Bachelor's degree from an accredited college or university with major course work in education and three years of educational experience with at least two years of experience working with youth in the dependency system.

**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. 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 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.

Revised 3/2017; 1/2018