

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Director, Foster Youth Homeless Education Services**

**Purpose Statement**

The job of Director, Foster Youth Homeless Education Services, is done for the purpose/s of directing the delivery of Foster Youth and Homeless Student Services Programs; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and evaluating and supervising the performance of assigned staff.

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**Essential Functions**

- Collaborates with internal and external personnel (e.g. California Foster Youth Education Taskforce, FYHES staff, child welfare offices, Court Appointed Special Advocates, Education Rights Holders, caregivers, judges, and attorneys, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. Foster Youth and Homeless Education Programs, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates Foster Youth and Homeless Education programs and services for the purpose of providing recommendations and/or ensuring services are delivered in compliance with mandated requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a liaison representative.
- Identifies trends in out-of-compliance issues for the purpose of providing targeted training to ensure compliance with mandated requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities such as tutoring, transportation (e.g. budgets for foster youth service and homeless education programs, grants and projects, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees federal and state grants (e.g. nearly \$3 million dollars, etc.) for the purpose of ensuring accurate information is provided for the budgeting of these programs.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of written materials (e.g. reports, budgets, training materials, improvement plans, grants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides training to school district personnel, child welfare, probation, Court Appointed Special Advocates, Educational Rights Holders, caregivers, for the purpose of ensuring services are delivered in compliance with established guidelines.

- Provides leadership for Foster Youth and Homeless Student Services programs for the purpose of ensuring delivery of high quality services for the programs.
- Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; analyzing data; conducting interviews; conducting meetings; counseling and mentoring employees; facilitating meetings; planning agendas/meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; principles of best social work practices; and adult learning styles and the change process; accounting/bookkeeping principles; business telephone etiquette; codes/laws/rules/regulations/policies; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans.

Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 50

**Personnel Commission Approved: October 19, 2016**