

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: Foster Youth and Homeless Education Services Educational Liaison

DEFINITION:

Under the supervision of the Foster Youth and Homeless Education Services Manager and the Foster Youth and Homeless Services Project Supervisor, acts as a liaison between schools, caregivers, parents, educational rights holders, group homes, placing agencies and others to ensure that the educational needs of students in foster care and/or students in homeless situations are being met; provides direct services to students to improve educational outcomes; assists in coordinating the activities of the Foster Youth Services (FYS) and/or Homeless Education Services (HES) and meeting Program goals.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provides support to all schools and school districts in meeting the academic and educational needs of students in foster care or those who are homeless.

Acts as a liaison and facilitator among the Foster Youth Services and/or Homeless Education Program(s), schools, districts, substitute care providers, parents, educational rights holders, placing agencies, the Health and Human Services Agency (HHSA), Child Welfare Services(CWS) and others involved in the education of students in foster care and homeless students by performing the following tasks:

Assists placing agencies, parents, caregivers, educational rights holders, substitute care providers and LEAs in gathering/transferring education records for students in foster care and advocates for their educational needs.

Ensuring enrollment, attendance and records transfer, provides training and workshops relating to the education needs of students in foster care and homeless students and the laws which pertain to this population.

Participates in youth development activities.

Participates in service provision including educational case management, tutoring and mentoring.

Provides resources and assistance in areas of higher education, career, vocational and transitional living for emancipating foster youth and homeless students.

Monitors progress and documents success of FYS and HES in achieving designated Program goals.

Represents SDCOE at community forums.

Attends designated agency, county and district meetings.

Maintains knowledge of current laws and regulations pertaining to educating foster and homeless students.

Provides technical assistance on issues pertaining to the education of students in foster care and homeless students.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Education, training or experience that demonstrates possession of the knowledge and abilities stated below. An example of such education/experience would be: completion of college-level coursework in social services, sociology, education or closely related field and two (2) years of experience in social services or education. A Bachelors’ degree in a related field is preferred as is knowledge of the organization and operations of Foster Youth Services and Homeless Education Services.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The Homeless Education Act, NCLB, AB 490, foster care system and child welfare mandates
Federal and state regulations and laws affecting the education of foster and homeless children including Special Education (IDEA, and ADA-Section 504 of the Rehabilitation Act)

ABILITY TO:

- Communicate effectively both orally and in writing
- Establish and maintain rapport with those contacted in the course of work
- Facilitate meetings, activities and workshops
- Develop and make oral presentations to groups
- Operate a computer and associated software
- Work independently and as part of a team

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting. Incumbents are required to work throughout San Diego County as assigned. Incumbents must have reliable transportation to and from school districts and meeting sites. Incumbents may be out-stationed at regional HHSA or CWS offices while performing assigned duties.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

DISTINGUISHING CHARACTERISTICS:

The Foster Youth Services/Homeless Educational Liaison I is distinguished from the Foster Youth Services/Homeless Education Liaison II classification in that the later not only performs a variety of more sensitive and difficult liaison activities, but is also responsible for providing technical assistance to, and overseeing workflow of, other staff members.

| Established | Approved by the Personnel Commission | Revised | FLSA Status | Salary Grade |
|--------------------|---|---|--------------------|---------------------|
| 11/02 | | 11/05, 09/06, 10/07, 6/08, 11/09; 10/13; 7/16 | Non-Exempt | 42 |