

SAN DIEGO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, FOSTER YOUTH & HOMELESS EDUCATION SERVICES (FYHES)

BASIC FUNCTION:

Under the direction of a Senior Director, plan and direct the operations of the Foster Youth and Homeless Student Services programs; plan, coordinate, and implement programs and activities and systemic practices that facilitate interagency communication and support for foster youth and homeless youth; coordinate, oversee and participate in the evaluation of program effectiveness and recommend methods for improvement; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Manage all aspects of the Foster Youth and Homeless Education Programs including accountability, tracking and administration of three grants.

Analyze, interpret and deliver regular trainings on all existing and new laws relating to students in foster care and those who are homeless.

Organize and conduct all FYHES staff meetings and provide coaching to managers.

Serve as Hearing Officer for SDCOE on all disputes related to McKinney Vento and AB 490.

Administer a web based database which serves as a model of secure data sharing at the local, state, and national level.

Lead multiple collaborative committees and efforts including the Foster Youth Services Advisory Committee and the Joint Homeless and Foster Care Liaisons.

Provide testimony as a subject matter expert at legislative hearings.

Co-chair the California Foster Youth Education Taskforce including creating statewide policy and legislative input.

Assist with administration and oversight of Foster Ed Connect a Meta website providing statewide support.

Participate on the Unaccompanied Youth Task Force.

Develop and conduct trainings for all stakeholders including school district personnel, child welfare, probation, Court Appointed Special Advocates, Educational Rights Holders, caregivers, newly appointed Juvenile Court Judges and attorneys on the laws affecting the education of students in foster care and those who are homeless.

Serve as a member of multiple committees including San Diego Blue Ribbon Commission, Keeping Kids in School San Diego Workgroup, and the Juvenile Court Policy Committee.

In collaboration with Learning and Leadership staff, assist all LEA's with changes under LCFF and LCAP relating to students in foster care.

Guide and inform legislation, policies and practices at the state and national level.

Plan, coordinate and provide leadership with respect to the related activities of various local advisory groups comprised of community agencies, local social services, school districts and other interested parties to create systemic practices which facilitate interagency communication and support for foster youth and homeless youth.

Act as a liaison with participating agencies to ensure the implementation of foster youth and homeless education programs, services and activities such as educational assessments, facilitating transfer of educational and health records, connecting families and students to resources and supports, facilitating referral to housing services, mentoring tutoring, transition services, emancipation services and higher education and training outreach..

Conduct capacity assessments of agencies throughout the county that provide health and educational services for foster youth, substitute caregivers, homeless students and families and unaccompanied minors and families to identify programs and determine availability and accessibility.

Coordinate and participate in the evaluation of program success; provide feedback on methods to enhance program effectiveness; develop survey tools, analyze results and make recommendations for improvements.

Formulate and maintain budgets for foster youth service and homeless education programs, grants and projects; research and prepare grant proposals.

Prepare or ensure the preparation of statistical, financial and narrative reports, records and program documentation.

Train, supervise and evaluate the performance of assigned staff.

Maintain current knowledge of state and federal regulations and legal requirements related to foster youth services and homeless education services; provide leadership in the application and interpretation of laws and regulations regarding funding, policy development and program compliance.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current issues pertaining to foster youth in relation to the juvenile justice system, education and private group home operators.

Current issues pertaining to the education of homeless students and unaccompanied minors in relation to housing subsidies, supportive services and resources, school district responsibilities and mandates.

Laws, regulations and policies related to foster youth services and homeless education services.

Program development, administration and evaluation methods.

School district organization.

Local health and education services.

Related community agency organization, resources and services.

Budgetary principles and practices.

ABILITY TO:

Ensure the development and implementation of communication with appropriate agencies to develop effective foster youth services and homeless education services.
Identify, contact, develop and coordinate community and educational resources.
Prepare clear, concise and comprehensive reports, recommendations and assessments.
Make effective oral presentations to individuals and groups.
Supervise and evaluate assigned staff.
Establish and maintain effective working relationships with staff, school district and agency personnel, and others contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in sociology, psychology, education or related field, and five years of experience working with the foster youth system, homeless education programs or directly related experience. An advanced degree in social work or related field is highly desirable.

January 2000

Revised: May 2005, January 2010, June 2014