

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, Foster Youth Homeless Education Services

Purpose Statement

The job of Project Specialist, Foster Youth Homeless Education Services, is done for the purpose/s of providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services for the Homeless Education Program in compliance with established guidelines.

Essential Functions

- Assists District Homeless Liaisons and other agencies, etc. (e.g. for working with homeless youth and children, etc.) for the purpose of ensuring implementation of the Homeless Education Program is within the proper guidelines.
- Collects data (e.g. needs of students and assessing risk factors, etc.) for the purpose of evaluating the program for effectiveness.
- Consults with county school districts and community agencies (e.g. laws and mandates relating to the education of homeless students, needs assessment-3 year evaluation with annual follow-ups, etc.) for the purpose of ensuring federal and state regulations are being followed.
- Consults with internal and external stakeholders (e.g. Special Education-IDEA, American Disabilities Act, Section 504 of the Rehabilitation Act, etc.) for the purpose of ensuring federal and state laws are within the guidelines of the Homeless Education Act.
- Coordinates with community agencies, law enforcement and schools for the purpose of providing recommendations and strategies to address the needs of homeless students and/or ensuring services are delivered in compliance with mandated requirements.
- Develops a tracking system (e.g. for homeless children and youth, etc.) for the purpose of gathering reliable, valid and comprehensive information on services provided to foster care and homeless.
- Participates in meetings, workshops and seminars (e.g. grant requirements, in-service training, technical assistance, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares records and reports (e.g. grants, etc.) for the purpose of evaluating studies and semi-annual reports required by the State.
- Responds to school and district personnel (e.g. for homeless students' education, etc.) for the purpose of ensuring compliance with federal and state laws are being followed.
- Supervises Homeless Educational Liaisons and Program Aides (e.g. school districts, community agencies, Health and Human Services Agency (HHS), Child Welfare (CWS), etc.) for the purpose of providing educational services for the homeless students.

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; and preparing and maintaining accurate records; analyzing data; conducting meetings; planning agendas/meetings; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. 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; business telephone etiquette; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; knowledge of community resources; stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to 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 similar types of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is 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; available on-call.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard free environment.

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

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Drug Test
Proof of physical examination including TB
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

Personnel Commission Approved: October 19, 2016