

## **ORANGE UNIFIED SCHOOL DISTRICT**

### **COORDINATOR, STUDENT AND COMMUNITY SERVICES FOSTER YOUTH, McKINNEY-VENTO and AT-RISK YOUTH**

#### **DEFINITION**

Under general direction, to plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to the District foster youth, McKinney-Vento and at-risk students. To serve as a resource and liaison to District and site personnel, and community and youth serving agencies concerning foster youth, McKinney-Vento, at-risk students and do related functions as directed by the Administrative Director of Student and Community Services.

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise commonly taught in public schools, and counseling and guidance knowledge and skills. Responsible and directly related experience is required to perform problem analysis using widely prescribed principles and concepts. The position classification performs decision analysis processes and makes decisions of considerable consequence, requiring the application and interpretation of data, facts, procedures, and policies. Meet frequently with school administrators, teachers, other staff, parents and community outside agencies. To communicate information, data, and alternative problem solutions to all parties involved with foster youth, McKinney-Vento and at-risk students. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, providing oral information, and handling and working with instructional and assessment materials and objects. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **ESSENTIAL DUTIES**

- Plan, organize, and conduct workshops, clinics, and a variety of staff development and training activities pertaining to the needs of foster youth, McKinney-Vento and at-risk youth.
- Confer with, counsel, and advise management and instruction personnel concerning foster youth, McKinney-Vento and at-risk youth.
- Advise and offer recommendations pertaining to the resolution of serious pupil welfare and attendance issues related to foster youth, McKinney-Vento and at-risk youth.
- Plan, organize and implement the policies, regulations, and operational procedures pertaining to the pupil attendance and welfare programs.
- Participates in the development of program materials and services for foster youth, McKinney-Vento and at-risk youth; researches and reviews existing materials and/or services; coordinates the assistance of other agency staff and subject matter experts in the development of materials and/or services.
- Ensures appropriate placement of foster youth and McKinney-Vento students to schools by assisting schools and districts in understanding and complying with applicable laws and regulations.
- Assists in developing processes to ensure youth with special education needs have timely assessments and identified services are provided.
- Plans, organizes and conducts meetings among staff in schools, group homes, juvenile correctional facilities, placing agencies, and other agencies involved in foster youth, McKinney-Vento and at-risk services.

- Provides training and conducts workshops on current policies, laws and legislation related to foster youth, McKinney-Vento and at-risk services.
- Works closely with school district community liaisons and other foster youth and McKinney-Vento service staff to ensure the timely transfer of health and education records to support stable care and educational placement for foster youth.
- Attends designated agency, county and district meetings; may lead local collaborative meetings and attend foster youth, McKinney-Vento and at-risk youth services conferences and workshops.
- Prepares a variety of comprehensive state reports related to program enrollment, attendance, participants, and programs.
- Prepares a variety of memorandums and correspondence related to foster youth, McKinney-Vento and at-risk assigned activities and functions.
- Compiles resources and maintains files related to services to foster youth, McKinney-Vento and at-risk students.
- Effectively uses word processing, database, and spreadsheet software application programs in the course of assigned duties.
- Operates standard office equipment including a desktop computer, copier, fax machine, printer and other peripherals.
- Confers with and serves as a resource to foster youth and McKinney-Vento students, substitute care providers, district staff, and other members of the community
- Serves as the chairperson of the committee for voluntary student placement and intra-district transfers.
- Serves as the district liaison to the Gang Reduction Intervention and Partnership (GRIP).
- Performs related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education.
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the District student resource and foster youth, McKinney-Vento and at-risk youth.
- Legal mandates, policies, regulations, and operational procedures pertaining to foster youth, McKinney-Vento and at-risk youth attendance, safety and welfare and student resource programs.
- State, federal, and local community groups and agencies that provide assistance to foster youth, McKinney-Vento and at-risk students and community service programs and activities.
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.
- Foster youth, McKinney-Vento and at-risk populations and their unique needs, including special education.
- The organization and operations of the Foster Youth Services Program and/or experience with foster care and/or court-involved youth.
- Federal and state regulations and laws affecting the education of McKinney-Vento, foster children, including children with special needs.
- The link between substitute caregivers, community-based organizations, placing agencies, educational agencies and advocacy groups.
- Desktop computer operations, peripheral devices, and software programs used for word processing, spreadsheets and the Internet.

- Effective office principles, procedures, and practices including indexing, filing systems and maintenance, telephone techniques.
- Proper report writing, document construction, and editorial enhancement techniques.
- Proper English usage, spelling, grammar, vocabulary, and punctuation.

Ability to:

- Provide specialized resource support and coordination of comprehensive student resource as related to foster youth, McKinney-Vento and at-risk youth.
- Analyze and assess program needs, and offer recommendations pertaining to program activity revisions.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain effective organization, community, and public relationships.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of successful experience in a public school setting. Administrative experience or special education experience preferred.

Education:

Possession of an earned Master of Arts or higher degree from an accredited college or university.

**Certification Requirement**

California Administrative credential.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.