

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2016
SALARY SCHEDULE #92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

DIRECTOR I – FOSTER YOUTH SERVICES

DEFINITION

Under the direction of the Chief Academic Officer, the Director I – Foster Youth Services is responsible for assisting in coordinating and implementing county-wide education and support services for foster youth.

EXAMPLES OF DUTIES

Establishing ongoing collaboration with child welfare, probation, local education agencies (LEA) and other organizations to determine the proper educational placement of foster youth;

Building the capacity with LEA's, probation, child welfare, and other organizations to implement school-based support infrastructures to improve educational outcomes for foster youth;

coordinating local planning with probation, child welfare, and LEA's to support development and implementation of the county and LEA Local Control and Accountability Plans (LCAP);

establishing policies and procedures that ensure the timely and appropriate educational placement, the establishment of individualized education plans (IEP), and the transfer of records, transcripts, and other relevant educational information;

facilitating the coordination with local post secondary institutions, including, but not limited to, community college or universities;

developing grant proposals for submission to governmental agencies and private foundations;

administering the Foster Youth Services Coordinating Program (FYSCP) funding;

coordinating county-wide functions and services related to foster youth;

developing resources to maximize county services to children and families;

supporting school districts and other stakeholders in the coordination and provision of services to foster youth;

maintaining linkages between county departments, education agencies, and community based organizations;

serving as a member of the KCNC governing board and working with the Dream Center and other foster youth programs that directly serve foster youth.

QUALIFICATIONS

Knowledge of:

Needs of children and families, especially the needs of foster youth;

federal, state, and local programs and mandates affecting children and families;

goals, objectives and special priorities of the Dream Center and Foster Youth programs;

modern office procedures and methods including computer equipment and software applications;

principles and procedures of record keeping, research and report preparation, and business letter writing;
English usage, spelling, grammar and punctuation;
principles of supervision and training.

Ability to:

Interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;
work collaboratively with other departments, offices, community-based and public agencies;
communicate clearly and concisely, both orally and in writing;
demonstrate strong organizational skills;
establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

A minimum of five (5) years of increasingly responsible experience in management and administration of health and social service programs, services for foster youth and demonstrated skill in community organization.

Education:

BA/BS degree required;

Master's degree in Social Work or Public Administration preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: gs

2/9/16

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