



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Project Facilitator I Foster Youth Services County Operated Schools and Programs</b>	<b>#6053</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 3</b>	

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**MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree or equivalent and/or experience that demonstrates an expertise in working with educational organizations, Court System and Human Services Agency.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years of experience working with foster youth and foster youth services. Previous work experience serving in a leadership position with foster youth services and/or public education.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, evaluate, and train staff. Ability to operate a computer and knowledge of assigned software. Possess effective communication skills. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Have previous work experience with Foster Youth Services, Human Services Agency and/or public education. Knowledge of and experience with the Court System and Dependency Court.

**DISTINGUISHING CHARACTERISTICS:**

The Project Facilitator series represents management level positions and has two levels.

**SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of County Operated Schools and Programs, the Project Facilitator I, Foster Youth Services, will work with the Dependency Courts, Human Services Agency, attorneys, SJCOE, students, parents, school districts, and outside agencies to improve foster youth educational outcomes and partner with them to create long-term plans for a successful future. The Project Facilitator I will identify at-risk youth and address the educational issues by preparing an education plan and coordinating appropriate resources through information gathering, analyzing, and problem solving in order to provide the following services: tutoring, Student Success Meetings, Individualized Educational Plans, graduation options, and school placement or change.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, the Court System, Human Services Agency, community organizations, attorneys, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Collect educational history and school records of identified dependent youth.
5. Review and analyze educational and personal status of dependent youth by reviewing case files, collected records, and information provided by social workers, minor's counsel, CASA and/or school representatives.
6. Prepare educational plans for dependent youth by collaborating with schools, social workers, foster guardians, youth, and minor's counsel.
7. Prepare and present educational plans to the Dependency Court.
8. Oversee transitions and follow-through of school placements and special education issues.
9. Attend and participate in the Blue Ribbon Commission meetings, as well as other required meetings.
10. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
11. Communicate effectively both orally and in writing.
12. Analyze situations accurately and adopt an effective course of action.
13. Establish and maintain cooperative and effective working relationships with others.
14. Work independently with little direction.
15. Meet schedules and time lines.
16. Prepare reports as needed for program.
17. Oversee and manage budgets.
18. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE, school district staff, Court staff, outside agency staff, and the public.

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