

Solano County
Office of Education

JOB TITLE: Program Manager, Educational Liaison

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Develops and administers programs which support foster, homeless, at-risk, and crossover youth. In addition, supports Solano County school districts and provides technical assistance to identify appropriate educational settings and success strategies for students who have had or are at risk of having, a first contact with the juvenile justice, child welfare, and/or mental health systems. Supports Solano County school districts in their efforts to identify success strategies related to foster youth as outlined in the LCAP requirements.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license.
- Possession of one or more of the following: Master of Social Work; Master of Science in Counseling: Marriage, Family and Child Counseling or School Counseling; Master of Arts in Psychology, Education or Administrative Services.
- Minimum of four (4) years of experience in developing and coordinating youth-related services, preferably with at-risk youth: including but may not be limited to foster and homeless youth and crossover youth in an educational setting.
- Successful experience working in schools to provide educational services, counseling, or other direct services to students.
- Knowledge and understanding of the juvenile courts, probation, child welfare services, mental health, and the school systems.

ESSENTIAL DUTIES

- Personnel management, developing program goals, preparing and maintaining budgets, exercising proper budgetary control measures, and evaluating program based supplemental services for at-risk students.
- Prepare comprehensive narratives, statistical and program reports, oral presentations, case management files, as well as, maintain files in a confidential manner.
- Write and secure grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs.

- Establish and maintain effective and productive working relationships with a diverse range of people including, but not limited to: county office personnel, school district personnel, outside community and governmental agencies including the California Department of Education and the U.S. Department of Education, students and parents.
- Provides technical assistance to districts in strategies to monitor identified youth's attendance, behavior, and academic progress and school-related activities, progress towards high school graduation requirements and post-graduation planning.
- Provides technical assistance and support to district liaisons to place students in appropriate school-related or school-based youth services and counseling groups.
- Supports the coordination of monthly county-wide meetings with representatives from the schools districts, for the purpose of collaborating on best practices for serving at-risk youth.
- supports a comprehensive county-wide approach to providing the necessary support to youth to re-enter the education setting, including strategies in the SCOE LCAP.
- Facilitates and coordinates training relative to foster, homeless, and crossover youth legislation and service requirements.
- Monitor and track changes in laws, regulations, and legislation that impact foster, homeless youth, and crossover youth.
- Serves as a member of the Management Advisory Council.
- Performs related duties as required.

MARGINAL DUTIES

- May support the design of systems for collecting program data and maintaining records for tracking outcomes, to compile the information required in county and state reports.
- May act as a conduit of information between district multi-disciplinary teams, SCOE, and various County government offices, such as Health and Social Services, Mental Health Department, Probation Department and Solano County school districts.
- As appropriate, may attend and play an active role on a district's or a partner agency's multi-disciplinary team.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of the Educational Services Department.

SUPERVISION EXERCISED

Employees in this classification supervise and evaluate program staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing(25%) Walking (35%) Sitting (40%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (3) Overhead (2) Squatting (3)

Climbing Stairs (3) Climbing Ladders (1)