



Leadership • Collaboration • Support

**JOB TITLE: Program Coordinator, Educational Liaison**

**Classified Managers Salary Schedule, Range 13**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Develops and administers programs which support foster, homeless, at-promise, and crossover youth. In addition, supports Solano County school districts and provides technical assistance to identify appropriate educational settings and successful 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 successful strategies related to supporting foster youth as outlined in the Local Control Accountability Plan (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, Master of Education, or other related master's degree.
- Minimum of four (4) years of experience in developing and coordinating youth-related services, preferably with at-promise youth: including but not limited to foster and homeless youth and crossover youth.
- Knowledge and experience working with the juvenile courts, probation, child welfare services, mental health, and the school systems.

**ESSENTIAL DUTIES**

- Manages personnel, develops program goals, prepares, and maintains budgets, while exercising proper budgetary control measures, and evaluate programs based supplemental services for students at-promise.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, case management files, as well as maintains files in a confidential manner.
- Writes and secures grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs.

- Establishes and maintains 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 school districts, for the purpose of collaborating on best practices for serving youth who are at-promise.
- Supports a comprehensive county-wide approach to providing the necessary support to youth to re-enter the education setting, including strategies identified in the Solano County Office of Education (SCOE) LCAP.
- Facilitates and coordinates professional learning relative to foster, homeless, and crossover-youth legislation, including applicable education code and regulations.
- Monitors and tracks 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 indicated by supervisor.
- 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  
pulling Loads (3)

Reaching  
overhead (2)

Kneeling or  
squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)