

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

November 30, 2016

Legislative File	
File ID Number:	16-2345
Introduction Date:	11/30/2016
Enactment Number:	16-1846
Enactment Date:	11/30/16
By:	AS

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Tara Gard, Interim Deputy Chief Talent Officer, Talent Division

SUBJECT: Creation of Job Description – Department, As Assigned

1. Program Manager, Foster Youth

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1617-0067 for the creation of Program Manager, Foster Youth for Department, As Assigned.

BACKGROUND:

The Talent Division recommends approval of this job description as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

BUDGET IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1617-0067 for the creation of Program Manager, Foster Youth for Department, As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1617-0067**

- Department, As Assigned -

Creation of Job Description

- Program Manager, Foster Youth -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job descriptions align with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

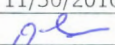
NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the creation of the attached job description:

1. Program Manager, Foster Youth

Passed by the following vote:

AYES: Roseann Torres, Shanti Gonzales, Aimee Eng, Jumoke Hinton Hodge, Jody London, Vice President Nina Senn, President James Harris
NOES: None
ABSTAINED: None
ABSENT: None


I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held November 30, 2016.

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OAKLAND UNIFIED SCHOOL DISTRICT


James Harris

President, Board of Education


Antwan Wilson
Superintendent and Secretary, Board of Education



OAKLAND UNIFIED SCHOOL DISTRICT

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By:	02

Position Description

TITLE:	Program Manager, Foster Youth	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: November 2016	SALARY GRADE:	ADCL 15

BASIC FUNCTION: Under direction of assigned supervisor, the Foster Youth Program Manager facilitates the collaboration between District foster youth, case managers, foster parents, group homes, social services, courts, social workers, probation, Special Education Local Plan Area (SELPA), schools, student services, educational partners, community organizations, and government agencies to ensure the social, emotional, and educational needs of the foster youth attending Oakland Unified schools are being met. The Program Manager promotes and support the OUSD Strategic Plan to create equitable opportunities for learning and success that ensure all students are college and career ready and plays an integral role in achieving the mission and goals of a Full Service Community District by providing support to schools and families.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Supervise foster youth program staff to ensure that services and entitlements for foster youth are accessible and efficacious to meet the academic, social and emotional learning needs of students in OUSD.

Facilitate and expedite the enrollment of foster children and youth into OUSD schools.

Advocate for students' educational needs by creating a continuum of care between schools, placement agencies, courts, social workers, SELPA, and other educational agencies.

Lead professional development for foster youth case managers and contractual providers to instill the knowledge and skills necessary to effectively support foster children and youth to achieve success academically, socially and emotionally.

Facilitate the delivery of timely, accurate, accessible, and language-specific information to foster parents, caregivers, and service providers about foster youth services and entitlements and serve as an educational advocate to qualifying students.

Manage outreach to schools, group homes, foster homes, shelters, community organizations, and the courts on behalf of delinquent and foster children and youth.

Develop and manage systems and protocols that assist foster youth with transitions into a public school setting; collaborate in the development of assessments, strategies, defining goals, preparing action plans, and accessing information and resources.

Ensure the successful enrollment and re-entry of foster youth by serving as a liaison between students leaving the Juvenile Justice Center and receiving school sites.

Support emancipated and transitional age youth to access a continuum of educational and community-based services and supports to facilitate college and career readiness.

Oversee and monitor attendance and discipline reports of foster children and youth in OUSD and provide case management to meet academic, social and emotional needs.

Coordinate with administrators, staff, and outside organizations to broker services and activities, resolve issues and conflicts, and exchange information in support of foster children and youth.

Facilitate access to health education and parent education programs for foster children and youth, and their caregivers.

Maintain database of foster children and youth to document case plan including identified needs, services brokered, services rendered, and their associated impact and outcomes.

Ensure that all OUSD foster youth providers develop and maintain caring and equitable relationships with students, parents, staff, and service providers to ensure open and ongoing communication and collaboration in support of student's needs.

Work in partnership with the Behavioral Health Unit, Student Assignment Center, Attendance and Discipline Support Services, Programs for Exceptional Children, and the Family Engagement unit to ensure access to an array of services for delinquent and foster children and youth and their families.

Coordinate partnerships to ensure that foster youth access available transition services such as vocational training, emancipation services and training for independent living.

Collaborate with schools, District departments, and child welfare agencies to minimize changes in school placement for foster youth.

Obtain and distribute school readiness supplies and materials to foster children and youth.

Attend Coordination of Service Team meetings and collaborate with school site staff to provide home visits, attend Student Study Teams (SSTs) and Individualized Education Plans (IEPs), and provide coordination, consultation, and crisis intervention to support qualifying students to remain in the least restrictive educational placement.

Obtain transcripts, perform transcript analysis, conduct assessments, and develop support plans that address the individual needs of qualifying students; facilitate the transfer of the education and health records for foster youth.

Provide, recruit, and broker tutoring, counseling and mentoring services, after school and summer enrichment programs, and other supplemental supports including credit recovery classes for foster children and youth; provide or refer student to direct intervention and prevention services.

Advocate for foster youth by serving as district liaison to local, regional, and state agencies as assigned to ensure compliance with of current policies, laws, and entitlements governing the educational rights of delinquent and foster children and youth.

Facilitate training for Court Appointed Special Advocates (CASAs) on legislation relating to the education of students in foster care, special education law, discipline, suspension and expulsion regulations and laws as necessary.

Coordinate and participate in the evaluation of program success; provide feedback on methods to enhance program effectiveness; develop survey tools, analyze results and make recommendations for improvements.

Maintain current knowledge of state and federal regulations and legal requirements related to foster youth services and delinquent youth services; provide leadership in the application and interpretation of laws and regulations regarding funding, policy development and program compliance.

Develop and monitor budgets for foster youth services, manage grants and projects; research and develop grant proposals.

Prepare written and oral reports; maintain student program records and documentation; provide periodic reports to the District, schools, and partners.

Participate in professional development opportunities related to foster youth education as well as refugee, migrant and homeless youth.

Collaborate with Homeless, Migrant and Refugee/Asylee program team members to perform community outreach and for information sharing to advance the needs of the department.

Provide cross-training to team members and other staff.

Perform other related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Current issues pertaining to foster youth in relation to the juvenile justice system, education and private group home operators

Local health and education services

Related community agency organization, resources and services

Budgetary principles and practices

Highly difficult, technical educational, cultural, social, and recreational programs

Advanced training techniques; correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy; good communication skills and techniques

Applicable federal, state, and District codes, regulations, policies and procedures

Principles and practices of evaluation and supervision

Collection and organization of information including electronic data

Methods to interpret apply and explain rules, regulations, policies, and procedures

Computer software, hardware, and related technology

Training programs and techniques

Facilitation practices and skills

ABILITY TO:

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Ensure the development and implementation of communication with appropriate agencies to develop effective foster youth services and homeless education services

Identify, contact, develop and coordinate community and educational resources

Prepare clear, concise and comprehensive reports, recommendations and assessments

Make effective oral presentations to individuals and groups

Establish and maintain effective working relationships with, school district staff and agency personnel, and others contacted in the course of work

Perform a variety of highly difficult, technical duties involving specialized knowledge and independent judgment

Prioritize responsibilities to provide timely support to schools in using a broad range of tools and activities

Communicate clearly; understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions

Work independently

Work with computer software, hardware, and related technology

Meet schedules and timelines

Maintain records

Analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of activities, programs and services

Identify and resolve school site and other issues in a timely manner

Train employees and others

Prepare presentations and use expert facilitation skills

PREREQUISITES

Bachelor Degree from an accredited college or university in Psychology, Child Development, Human Services, Education or related social services discipline; 3 years of relevant experience working with related student populations and at least one (1) year of leadership or supervisory experience; experience working with students in foster, residential or group homes and working with delinquent students preferred.

Master's degree in related field preferred

Experience working with foster youth in an urban school district environment preferred

Experience developing and facilitating community partnerships on behalf of foster children and youth preferred

Proficient in California education codes, Welfare and Institutions codes, and other laws and protections governing the education rights of foster children and youth and their families

Combination of skills, education, experience and ability to fulfill all representative duties associated with this position

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.