

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **JOB TITLE: Foster Youth Education Liaison**

**REPORTS TO:** Program Coordinator, Foster Youth Services  
**SUPERVISES:** No Supervisory Responsibilities

#### **DEFINITION:**

Provide case management services, advocacy, academic support, and information/referral services to youth who are in foster care. Work in collaboration with foster youth liaisons and county and community agencies in coordinating services, trainings and technical assistance on behalf of foster youth. Maintain the countywide foster youth database, request academic records, and evaluate academic records. Initiate Best Interest Determination process with foster youth liaisons and Child Welfare Services. Maintain educational records in the Child Welfare Services database, CMS/CWS.

#### **QUALIFICATIONS:**

Required:

1. Bachelor's degree or equivalent.
2. Two years' experience working with foster youth or in the fields of counseling, social work, or education. This experience requirement may be waived with possession of one of the "desired" qualifications.
3. Valid California driver's license.
4. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. California Teaching or Pupil Personnel Services credential, or a Master's in Social Work.

#### **KNOWLEDGE AND ABILITY:**

1. Knowledge of California laws and school policies pertaining to youth in the public school system and youth in foster care.
2. Knowledge of programs and services relating to foster youth.
3. Knowledge of career paths and future educational opportunities for students
4. Knowledge of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
5. Knowledge of record-keeping and report preparation techniques.
6. Knowledge of basic public relations techniques.
7. Ability to read and comprehend laws, rules and regulations.
8. Ability to work well with students of varying ages, family members, and multi-agency personnel.
9. Ability to organize work and communicate clearly and concisely.
10. Ability to make formal presentations to small and large audiences.
11. Ability to adapt to changing work demands including adjustments to work schedule.
12. Ability to use appropriate software including Microsoft Office.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to demonstrate interpersonal skills using tact, patience and courtesy.
15. Ability to maintain regular and reliable attendance.
16. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
17. Ability to establish and maintain positive and effective working relationships with diverse populations.

18. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
19. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
20. Ability to deal with problems or issues involving several variables in non-standardized situations.

#### **ESSENTIAL FUNCTIONS:**

1. Provide case management for foster students. Communicate and collaborate with teachers, county child welfare agency social workers, caregivers, education rights holders, court appointed special advocates, and other entities providing care, support or services to foster youth to ensure individual foster youth's educational needs are met.
2. Collect student records and educational information from school districts. Conduct comprehensive reviews, including but not limited to calculating partial credits owed from previous schools and districts. Analyze state standardized test results, grades, classroom performance, behavior and social-emotional needs. Collaboratively reassess the types of educational services and support needed. Follow up with responsible school district contacts to ensure the student receives such opportunities.
3. Ensure educational information and goals are included in case plans, and communicate education strengths and areas of need to appropriate service providers, agencies, and organizations.
4. Provide training, support, mentoring, and supervision to volunteers and caregivers of foster youth.
5. Maintain the countywide database of foster youth, including daily and monthly updates. Respond to requests for education records and other information from social workers. Compile and maintain case files and resource/contacts lists.
6. Maintain educational records within the Child Welfare Services database, CMS/CWS.
7. Initiate the Best Interest Determination process with school district liaisons and social workers.
8. Communicate changes in home placements, potential school changes, and special education needs with school district liaisons and special education directors, based on the Daily Child Location List report from Child Welfare Services.
9. Assist Child Welfare Services with ensuring district participation in Child and Family Team meetings.
10. Participate in weekly Shelter Consultation meetings with Child Welfare Services and communicate necessary information to school district liaisons.
11. Maintain current knowledge of educational methods, practices and standards related to foster youth and public school system laws, codes, regulations, policies and procedures.
12. Assist with problem solving and improving protocols to better communicate and serve youth in foster care.
13. Assist with managing the FAFSA Challenge, including: tracking high school seniors, monitoring their "on track to graduate" status, assisting with FAFSA completion, and providing assistance to ensure all youth have educational support needed to complete high school and complete the FAFSA application.
14. Assist with managing the Foster Youth Combined SEIS and CALPADS Tracking document to ensure all youth with IEPs are receiving appropriate services.
15. Operate office equipment including a copier, fax machine, computer and software.
16. Handle confidential information and materials with complete security.
17. Travel, using personal car with mileage reimbursement, to various school and job sites.
18. Other duties as required within the scope and skill level of the job classification.

#### **ENVIRONMENT:**

1. Indoor and outdoor work environment.
2. Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information.
3. Seeing to read a variety of materials.
4. Walking, sitting or standing for extended periods of time.
5. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height. Kneeling or crouching to assist students and carrying, pushing or pulling heavy objects.

**HAZARDS:**

1. Potential for contact with blood and other body fluids, which may contain blood borne pathogens and communicable infectious diseases.
2. Contact with dissatisfied or abusive individuals.

Grade Allocation: Grade 34
Adopted: 2/27/2019
Revised: 9/28/2022