

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED      CLASS TITLE: COORDINATOR – FOSTER & KINSHIP CARE EDUCATION**

**SALARY TABLE: 30                      SALARY RANGE: 138**

**BASIC FUNCTION:**

Under the direction of a Dean, plan, organize, coordinate and implement the operations and activities of the Foster and Kinship Care Education program to provide educational outreach to students and families involved in the foster care system; coordinate communications, information, services, meetings and trainings to facilitate the enrollment and meet the academic needs of at-risk students.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement the operations and activities of the Foster and Kinship Care Education program to provide educational outreach to students and families involved in the foster care system; establish and maintain related time lines and priorities; monitor and adjust Program services and activities in response to student and family needs.

Coordinate communications, information, services, meetings and trainings to facilitate the enrollment and meet the academic needs of at-risk students; develop and maintain related calendars and schedules; oversee the development and implementation of program services, goals, plans, objectives, projects and activities; assure proper and timely resolution of related issues and conflicts.

Plan, organize, coordinate and conduct a variety of meetings, conferences, training sessions and special events in support of Foster and Kinship Care Education program and related services; prepare and deliver oral presentations; prepare and distribute training and informational materials; oversee the administration of related tests and preparation and processing of related forms.

Provide consultation concerning the Foster and Kinship Care Education program to students, families, outside agencies and the public; establish and maintain contact with foster parents; respond to inquiries and provide detailed and technical information concerning related resources, services, opportunities, standards, practices, policies and procedures.

Coordinate communications, services and information between College departments, staff, administrators, students, families, State agencies, the Chancellor's Office, colleges, social service organizations and various outside agencies; oversee and participate in the preparation and distribution of a variety of correspondence such as flyers, letters and bulk mailings.

Develop and prepare budgets related to the Foster and Kinship Care Education program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assure services and activities comply with grant requirements; research and obtain program funding as directed; submit reports for grants.

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Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to trainings, budgets, programs, services, participation, plans, funds and assigned activities;

assure mandated reports are submitted to appropriate agencies according to established time lines.

Train and provide work direction and guidance to assigned hourly staff; assign duties and review work to assure accuracy, completeness and compliance with established requirements; assist with recruitment activities as directed.

Provide technical information and assistance to the assigned administrator regarding program services, needs and issues; assist in the formulation and development of policies, procedures and programs.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various projectors during presentations; drive a vehicle to conduct work.

Monitor, order and maintain adequate inventory levels of program supplies.

Attend various board meetings and prepare related agenda items as directed; attend regional meetings, conferences, events, community collaborations and other activities as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of the operations and activities of the Foster and Kinship Care Education programs.

Educational and social programs, services, resources, standards, requirements and procedures related to students and families involved in the foster care system.

Policies, goals and objectives of assigned programs, services and activities.

College, State and federal standards and requirements governing assigned programs and services.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Special needs of students and families involved in the foster care system.

Oral and written communication skills.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Public speaking techniques.

Basic public relations techniques.

**ABILITY TO:**

Plan, organize, coordinate and implement the operations and activities of the Foster and Kinship Care Education programs to provide educational outreach to students and families involved in the foster care system.

Coordinate communications, information, services, meetings and trainings to facilitate the enrollment and meet the academic needs of at-risk students.

Plan, organize, coordinate and conduct a variety of meetings, conferences, training sessions and special events in support of assigned programs and services.

Monitor and adjust Program services and activities in response to student and family needs.

Provide consultation concerning Foster and Kinship Care Education programs and services to students, families, outside agencies and the public.

Prepare and deliver oral presentations.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the preparation and maintenance of various records, reports and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in early childhood education, sociology, psychology or related field and two years social service or educational experience working with foster care or similar programs and services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

Variable hours.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.