



TITLE: EOPS/Foster Youth Educational Support Specialist

CLASSIFICATION: Classified

SALARY GRADE: L

JOB DESCRIPTION:

Under general direction, assists in the implementation of the Cooperating Agencies for Foster Youth Educational Support (CAFYES) program under the Extended Opportunities Programs & Services (EOPS) department; provides guidance to and advocates for students; performs administrative duties and customer service; assists CAFYES students who are pursuing their educational goals.

SCOPE:

The EOPS/Foster Youth Educational Support Specialist has in-depth knowledge of EOPS, CARE & CAFYES programs, and assists CAFYES students with retention, student success, and EOPS requirements and services.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists potential SRJC and CAFYES students with application processes; ensures all required documents have been submitted; tracks applications and schedules appointments.
2. Responds to requests for information and services, and assists students, parents, staff and community members with EOPS/CARE/CAFYES program requirements.
3. Refers students to counselors; coordinates and schedules counseling appointments.
4. Assists staff in tracking and monitoring student participation and academic progress to ensure program compliance.
5. Assists in creating CAFYES outreach materials and resources; may participate in outreach events.
6. Assists in monitoring CAFYES budgets and related expenditures; initiate and process budget and expenditure transfers; prepare and process purchase orders, and other forms.
7. Provides administrative support to the program.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
9. May supervise short-term non-continuing (STNC) and student employees.

ABILITY TO:

Work independently with minimum of supervision; maintain confidentiality; provide accurate and clear information to students; communicate clearly and effectively both orally and in writing in English (bilingual preferred); identify problems and recommend solutions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population including foster youth students.

KNOWLEDGE OF:

Challenges experienced by foster youth and trauma-informed communication practices; policies and procedures related to the Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy; community resources and services available to foster youth; and standard office productivity software.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's Degree.

EXPERIENCE:

Some (1-2 years full or part-time equivalent) experience working with students from traditionally underrepresented backgrounds.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and acceptable driving record.

SPECIAL REQUIREMENTS:

Position requires frequent travel to various area high schools, organizations, and community organizations. May require evening and weekend work. Ability to lift up to 50 lbs. unassisted.