

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Foster & Kinship Care Education Program	Management Team Classified Supervisor Categorically Funded	10

SCOPE OF POSITION:

Under the direction of the Dean, Child Development & Teacher Education, coordinate and implement the Foster and Kinship Care Education (FKCE) program for foster youth attending SRJC and foster and kinship parents in Sonoma County; build collaborations between the District, local and State agencies to serve foster parents who are caring for children in out of home care; train and evaluate the performance of assigned staff. Coordinate and develop resources and systems to support a growing population of foster youth attending SRJC.

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. Plan, organize, coordinate and implement the FKCE program; coordinate and implement the Youth Empowerment Strategies for Success/Independent Living Preparation (YESS/ILP) program to support aged out youth in their transition to college; develop, administer, plan and coordinate the Foster Youth Success Program; supervise and support the Bear Cub Scholars program; develop and supervise the On-Campus Jobs program, Foster Youth Classified Staff Allies Program, and general and specific fundraising for books, school supplies, emergency food and clothing; grant writing.
2. Train, supervise and evaluate the performance of assigned staff including 2-4 Adjunct Faculty, 1 Program Specialist, 1 Administrative Assistant II, 2-4 STNCs, 1-2 Cal-Works student employees, 1-2 Community Involvement volunteers, 1-4 community volunteers; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Develop and submit the program plans, final reports, and quality assurance self-review as required by the Chancellor's Office for the Foster and Kinship Care Education Program and the YESS-ILP programs; meet with the representatives from the Chancellor's office to assess program outcomes and to ensure program compliance with SRJC policies, procedures, and practices.
4. Develop and maintain methods of fiscal control over the program, including monitoring the budget, reviewing and approving Personnel Action Forms, purchase orders, honorariums, payroll timesheets, reimbursements, and other financial documents. Complete reports for donors and grantors.
5. Coordinate and schedule classes and workshops for foster parents, kinship care providers and related agency personnel that incorporate the course/curriculum requirements established by the grant by maintaining close, effective relationship with the Family, Youth and Children division from Sonoma County and other Foster Family Agencies and community partners.
6. Publicize the FKCE to foster parents and kinship care providers and implement outreach efforts to increase class/workshop attendance; develop and distribute outreach materials; participate in community outreach coordination.
7. Ensure that required program data is properly entered into the FKCE and YESS-ILP data information systems.
8. Monitor registrations for FKCE classes and supervise submission of list for deferring registrations and health fees or making non-credit classes or workshops available.
9. Oversee the development and maintenance of mailing lists for foster, foster-adopt parents and kinship care providers, and community agencies.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Participate in District, local, regional and state meetings, conferences, and trainings; provide leadership to the FKCE Advisory Committee and solicit input; serve on various community task forces, advisory committees, and/or boards.
11. Provide technical information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
12. Prepare and maintain narrative and statistical reports and records related to personnel and assigned activities; develop and maintain a resource library.
13. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Principles of child development, child psychology, and foster care and kinship care.
2. State mandated trainings for foster care.
3. State and county welfare system.
4. Curriculum development specific to the needs of foster, foster-adopt, and kinship care providers.
5. Legal guidelines governing child protective services.
6. Program review and evaluation processes.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.
11. Budget preparation and control.
12. Operation of a computer and assigned software.
13. Grant writing.
14. Systems development.
15. Event production: conferences, workshops, multi-media presentations.

ABILITY TO:

1. Work effectively with a unique population of people offering foster care and kinship care.
2. Work effectively within the college, bridging Student Services and Academic Affairs, community, state, and local agencies.
3. Plan and monitor budgets.
4. Teach classes or offer workshops for adult learners.
5. Train, supervise and evaluate the performance of assigned staff.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.

ABILITY TO – Continued

8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.
15. Successful and consistent grant writing.
16. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's degree in psychology, child development, education, counseling, or related field; incumbents must meet minimum qualifications to teach in the program.

EXPERIENCE:

Increasingly responsible experience in foster care or related area.