



TITLE: Coordinator, EOPS/Foster Youth Programs

CLASSIFICATION: Classified

SALARY GRADE: O

SCOPE OF POSITION:

Under general direction, coordinates the implementation, verification of eligibility, delivery of services and evaluation of the NextUp, Bear Cub Scholars (BCS) Foster Youth Programs, and Youth Empowerment Strategies for Success-Independent Living Program (YESS-ILP) for the Extended Opportunities Programs and Services (EOPS) program; collaborates with internal departments and external agencies to advocate for student equity and promote institutional efforts that improve academic success and program completion of current and former foster youth students. Monitors multiple budgets, oversees resource and program development, and program coordination and reporting activities. Interprets and implements State and Federal policies and procedures. Serves as a lead worker to other Classified staff in the area.

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. Coordinates District-wide activities of NextUp, BCS, and YESS-ILP Programs including participating in outreach, presenting workshops, and advising students.
2. Assists in developing policies and procedures for NextUp, BCS, and YESS-ILP Programs; explains District, EOPS, NextUp, BCS, and YESS-ILP policies to students, staff, faculty and community members.
3. Collaborates with internal departments and external agencies to advocate for student equity and promote institutional efforts that improve academic success and program completion of underrepresented students, with a focus on current and former foster youth.
4. Assists students in completion of applications and enrollment processes. Verifies students' EOPS, NextUp, BCS, and YESS-ILP program standing to evaluate continued program eligibility.
5. Ensures compliance with, interprets and implements local, state and federal regulations for staff, students, community partners and employers, including Family Educational Rights and Privacy Act of 1974 (FERPA).
6. Supports case management of NextUp, BCS & YESS-ILP students and ensures compliance with all EOPS, NextUp, BCS & YESS-ILP policies and reporting requirements. Evaluates and resolves issues and recommends solutions related to mandated foster youth student support programs.
7. Serves as a liaison between EOPS, NextUp, BCS & YESS-ILP students and other District programs; refers students to departments, to partner programs and agencies, and other community resources.
8. May participate in the hiring, training, supervision and evaluation of student and short-term, non-continuing (STNC) employees.
9. Serves as a lead worker to other classified staff in the area.

ABILITY TO:

Provide accurate and clear information to students; apply eligibility criteria in a fair, consistent and objective manner; collaborate productively and cooperatively with individuals and groups both internally and/or externally; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties, particularly with foster youth students; coordinate events, compile statistical information, monitor and maintain budgets; communicate effectively, both orally and in writing; make outreach presentations to a variety of groups.

KNOWLEDGE OF:

Challenges experienced by foster youth; trauma-informed communication practices; local, state and federal laws, rules and regulations governing funded programs; 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; principles of student engagement, development and retention; and applicable technology usage, including standard office productivity software and other appropriate technology.

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:

Bachelor's degree or equivalent.

EXPERIENCE:

2+ years experience working in student services, social work, program coordination, or related areas serving foster youth and individuals challenged by trauma, language, social or economic disadvantages.

OTHER REQUIREMENTS:

- This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.
- Position requires frequent travel to various area high schools, organizations, and community organizations.
- May require evening and weekend work.
- Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.