



Job Description **EDUCATION SERVICES COORDINATOR**

Job Title: Education Services Coordinator
Department/Location: Youth Development Services
Status: Exempt
Supervision: Director of Youth Development Services
Revision Date: May 16, 2011

Definition:

Under the supervision of the Youth Development Services (YDS) Program Director, the Education Services Coordinator will support YDS by overseeing education services for referred youth ages 14-15, developing linkages to other educational entities/programs/services, as well as coordinating supplemental educational services and workshops for YDS program.

Duties:

- Carries out mission, vision, and values established by the President/C.E.O. and Board of Directors.
- Participates in the agency's Continuous Quality Improvement process.
- Develops, fosters, and maintains excellent relationships with Children's Social Worker (CSW) and Transitional Coordinator (TC) from the Department of Children and Family Services (DCFS), as well as, the Department of Probation Officer (DPO) from the Department of Probation.
- Adheres at all times with the requirements, guidelines and standards as set for the Department of Children and Family Services (DCFS) and the Department of Probation.
- Follows state laws regarding confidential information in verbal and written communication.
- Ensures that standards of practice established by county, state, and local regulatory bodies are maintained.
- Provides assistance to division management team related to development of new projects and for expansion of existing program.
- Participates in weekly staff meetings, case conferences, training and professional consultation as necessary.
- Prepares all required DCFS and PLN reports in a timely manner.
- Performs other job related duties as directed by supervisor, and as needed.

Specific Job Functions

Supervise YDS Staff

- Supervises and monitors Education Advisor and Tutors; provides staff members with individual and group supervision.
- Participates in the hiring, selection, training, disciplinary actions of tutors.
- Trains and monitors part-time tutors.
- Facilitates WRAT trainings and reviews as necessary.

Time Allocation of Work Week

25%

- Conducts performance evaluations for assigned staff under direct supervision.
- Assign tasks/projects to staff and tutors in alignment with YDS overall goals.
- Works with Outreach Advisor to identify eligible tutoring youth.
- Reviews WRAT pre- and post-tests, 1950s, Initial/Conclusion Educational Reports, and ETO inputting for accuracy; follow-up with appropriate staff regarding errors as necessary.
- Forwards accurate Case Activity Logs, Initial Reports, Conclusion Reports and other required/requested forms to youth's Transition Coordinator/Community Worker in a timely fashion.

Coordinates Services

25%

- Enrolls youth in tutoring and matches youth with a tutor. Coordinates the initial meeting of youth with tutor.
- Manages the collection of lesson plans, activity logs, and other tutoring paperwork (About Me, Tutor Contract, program assessments, etc...).
- Serves as a liaison to caretaker, youth, DCFS to ensure youth enrollment, compliance, and to mitigate any challenges.
- Collaborates with youth's school to determine program appropriateness and to obtain copies of IEPs.
- Manages cancellations, and changes in placements.
- Manages all aspects of youth's completion in tutoring (identifying type of gift card requested by youth, arranging for the purchase of the gift card and other program completion gifts, coordinating the Post WRAT assessment).
- Serves as liaison between PLN and DCFS, Probation Department and the student's CSW/DPO/TC/CW (Children's Social Worker/Deputy Probation Officer/Transition Coordinator/Community Worker) concerning youth referrals and youth enrollment/participation in YDS services.
- Maintains central database for tracking delivered tutorial services such as: hours of services, curriculum, and concerns.

Program Development

20%

- Maintains consistent research of educational practices, techniques, curriculum, and training as it pertains to the tutorial component. Implements ideas as necessary.
- Provides necessary and relevant on-going trainings and professional development to staff, ensuring services are enhanced and up to standard.
- Purchases and maintains inventory of program supplies for Tutorial Services.
- Collaborates with Outreach Advisors, Social Work Supervisor and Director of Youth Development Services to identify key community meetings/involvement, and community opportunities for youth.
- Participates in community meetings to develop connections with other service providers and to develop partnerships to leverage resources for youth.

Education Support and Advocacy

15%

- Facilitates education workshops (e.g. Family literacy nights, college and financial aid workshops, college tours).
- Work with the YDS Director and staff to support academic mentoring including but not limited to monitoring some Saturday workshops, screening and training potential mentors, and providing support to mentors.

Administrative & Routine Duties

15%

- Submits YDS weekly and monthly staff reports.
- Submit accurate monthly reports to DCFS.
- Participates in weekly individual and/or group supervision.
- Participates in team meeting and attends staff trainings
- Submits Monthly Mileage and Expense Reimbursements on time.
- Attend YDS Contractors' Meetings and other community meetings as well.
- Represent the YDS Director at PLN meetings (COA, CQI, and QRM) as needed.

Qualifications:

- Bachelor Degree from an accredited university, with an academic concentration in education, social work, psychology, counseling, child/adolescent development or a closely related field. Master's preferred.
- Experience working with adolescents (minimum of two years). Previous experience in working with youth in foster care preferred.
- Demonstrated work experience in cross-cultural collaborations and working with agency administrators.
- Management and supervisory experience, knowledge, and expertise preferred but not required.

Special Skills/Abilities

- Excellent oral and written communication skills with diverse populations.
- Excellent community networking skills.
- Exceptional program management and staff development skills, knowledge, and expertise.
- Commitment to supporting best practices in child welfare.
- Bilingual/bicultural strongly preferred.
- Have skills in providing counseling and support to clients experiencing emotional distress.
- Feels comfortable working with clients who exhibit a variety of psychiatric syndromes.
- Must have a reliable automobile for use on the job (mileage to be reimbursed). Valid California Driver License. State required automobile insurance coverage.
- Must have the ability to nurture respectful relationship with client and children and must be sensitive to the cultural needs of the population served.
- TB clearance, to be renewed every two years.

Physical Requirements

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Required to drive. Employee will be required to lift and/or move unassisted up to 25 pounds.

Salary: TBD (salary commensurate with experience)

Status: Full-time, Exempt

Location: 4315 Leimert Blvd., Los Angeles 90008