

SANTA BARBARA COUNTY EDUCATION OFFICE

TRANSITIONAL YOUTH EDUCATION ADVOCATE - BILINGUAL

Department/Site: Categorical Programs, FLSA: non-exempt

Reports to/Evaluated by: Assigned Supervisor

Salary Range: 60

SUMMARY

Assists migrant youth, foster youth, homeless youth, and/or youth involved in the juvenile justice system in transitioning from full-time work, juvenile detention facilities, probation within the juvenile justice system, foster youth placement and/or homeless and emergency shelters to appropriate educational placement.

REPRESENTATIVE DUTIES:

- Respond to requests for service from probation officers, schools, students, social service agencies and non profits and parents and families.
- Compile and review students' educational records and inform appropriate agency, school and/or school districts of students' academic needs.
- Under the guidance of program supervisor, meet with students to review a broad range of academic progress and administer academic and/or vocational assessment tests.
- Inform juvenile probation officers, social workers, mental health practitioners, and other participants in youths' system of care regarding students' educational rights.
- Accompany students to appointments related to school or college enrollment; assist students with applying for financial aid and obtaining any other academic or vocational services.
- Provide supplemental educational tutoring.
- Assist youth in achieving long-term stability and self-reliance upon emancipation from foster care and juvenile justice system as appropriate.
- Research resources available in the community that may be utilized to meet students' needs.
- Perform record keeping, data entry, and reporting of services provided and student outcomes that are in compliance with state and federal requirements.
- Provide support, identification and recruitment of youths that may include home visits.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Education and Experience

The position requires a high school diploma and the ability to pass a rigorous assessment examination, demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam. Requires two years of experience in a responsible, administrative support position, including one year working with locally based foundations, non-profits and/or community organizations, or one year's experience working with student at-risk populations.

Knowledge and Skills

The position requires basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires basic knowledge of the subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual studies. Requires knowledge of juvenile court system, including both dependency and delinquency processes; children's system of care for homeless/at-risk/foster youth; educational and transitional services. Requires knowledge and sensitivity to diverse cultural communities and needs. Requires knowledge of clerical and record keeping processes; writing techniques; English usage, grammar, spelling, punctuation, and vocabulary. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in informal settings, exercise patience when conveying information, and demonstrate sensitivity to the special needs of students. May require knowledge of and competency in a second language.

Abilities

Provides education support to foster youth, homeless youth, and youth involved in the juvenile justice system, and their families, including linkage to community resources, support and advocacy. Work cooperatively with school site staff, school district administrators, community-based organizations, and public agencies. Organize, plan, and work cooperatively on projects involving staff/volunteers to achieve goals and objectives. Compose correspondence and written materials independently; edit and proofread documents; work independently. Perform varied, complex administrative support tasks. Prioritize duties; meet all schedules and time lines. Maintain strict confidentiality in all aspects of work. Establish and maintain effective, cooperative working relationships with various SBCEO staff members, school site and district staff persons, volunteers, public agencies, community members, and organizations.

Physical Abilities

Requires the ability to perform indoors in a home, or other non-school site environment and some outdoor activities but mainly engaged in work of primarily a sedentary nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to parents and students, and to operate personal computers.

LICENSES AND CERTIFICATES

Requires a valid California drivers license and insurance coverage required by law.

WORKING CONDITIONS

Work is primarily performed indoors and may include some outdoor activities that have minimal exposure to health and safety considerations. Incumbent will travel to different sites/locations within the county.

APPROVED BY PERSONNEL COMMISSION: October 25, 2007

APPROVED BY PERSONNEL COMMISSION: December 20, 2007 Revised