

POSITION DESCRIPTION

Foster/Kinship Education and Resources Program Supervisor

Position Foster/Kinship Education and Resources Program Supervisor
Department/Site Social and Behavioral Sciences
FLSA Exempt
Evaluated by Dean of Social and Behavioral Sciences and Online Education
Salary Range 11

Summary

Supervises, plans, organizes, leads, and coordinates the District's Foster/Kinship services and educational programs.

Essential Duties and Responsibilities

- Supervises the administrative functions of the Foster/Kinship education and resource educational programs and services.
- Plans, develops, and implements yearly programs that include budget, training, and performance monitoring. Plans and sequences training in special workshops, following up with mentoring and support that enhances client success.
- Develops and interprets policies and procedures.
- Supervises student participation in the Foster/Kinship educational programs and services.
- Recommends and implements instructional support for students.
- Provides direct communication concerning program activities to assigned personnel and students.
- Administers the collective bargaining agreement between the District and classified staff.
- Supervises and evaluates assigned personnel.
- Supports the goals of participatory governance.
- Resolves conflicts.
- Recruits and contracts for trainers, therapists, social workers and others to deliver education to foster parents and kinship parents in a region that includes four community colleges.
- Coordinates consultant and professional specialist visitations to parents for monitoring and reviewing performance, problem solving, and training.
- Identifies referrals from research and contacts with other organizations and grant-funded programs. After initial contacts, advises a parent on services and procedures for working within the programs.
- Prioritizes and assigns work to other staff associated with the programs. Coordinates activities with program managers, serving in an oversight capacity for compliance and meeting outcomes.
- Oversees and schedules events, parent and student/child development activities, speakers, and other activities that impact college attendance.
- Establishes and maintains active regional advisory boards used for guidance and outreach. Participates in audits of programs within the region.
- Prepares grant-funding proposals. Develops and submits program and project budgets along with grant proposals. Carries out expenditure of project funds according to fiscal guidelines.

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- Oversees and maintains records of budgets and grant fund expenditures. Prepares periodic fiscal and statistical reports. Conducts evaluation of all program components and services. Prepares and submits project reports.
- Researches and compiles demographic and statistical data related to program participants. Prepares grant proposals and monitors outcomes for grant awards.
- Assures compliance with all applicable rules, regulations, policies and procedures. Oversees the maintenance of all records including computer-aided databases. Ensures privacy of parent and student/child information.
- Participates in a variety of campus/college, education, and grantee committees and functions that promote foster and kinship parent involvement.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

- Requires specialized knowledge of program goals and objectives, procedures and regulations.
- Requires a well-developed knowledge of college administrative services, admission procedures, financial aid programs, and vocational and academic transfer education programs.
- Requires specialized knowledge of the roll of cultural, social, and related activities in college life.
- Requires in-depth knowledge of community demographics including socioeconomic factors, age-appropriate child development, and community resources.
- Requires a working knowledge of training, mentoring, and performance management techniques as well as parenting skill development methods.
- Requires sufficient human relations skill to make formal presentations, facilitate group processes, and review performance.
- Requires professional-level writing skills to prepare grants and performance reports.
- Requires math skills sufficient to read and analyze financial statements.
- Requires the ability to carry out all aspects of the job.
- Requires the ability to convert program goals into action plans.
- Requires the ability to evaluate program outcomes.
- Requires the ability to schedule, prioritize, assign, and review the work of staff and peers in other organizations in a manner conducive to successful accomplishment of program goals.
- Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines.
- Requires the ability to facilitate meetings and processes involving diverse groups.
- Requires the ability to secure funding, secure local interagency partnerships, and accomplish goals within financial limitations.
- Requires ordinary ambulatory skills to travel to outside offices and locations.
- Requires sufficient visual acuity to recognize words and numbers.
- Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience.
- Requires sufficient hand/arm/eye coordination to use a personal computer keyboard.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

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Education and Experience

- Possession of a bachelor's degree, and two years of related experience.

Licenses and Certificates

- Requires a valid driver's license.