

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

**Position Description**

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<b>TITLE:</b>	Foster Youth Services Program Associate	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9711	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Foster Youth Services	<b>SALARY:</b>	Range 51 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	10-12-11
		<b>HR REVISION:</b>	02-17-16

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Perform highly complex duties and provide assistance related to the implementation of prevention and intervention programs and projects including, but not limited to, foster youth services, youth engagement services, and other special projects; support the goal of improving educational outcomes for students; provide support to Youth Development Specialists as required.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position.)

Maintain confidentiality of privileged information obtained in the course of the work, and participate in school meetings related to case management of identified foster youth students including, but not limited to: IEP meetings, SST meetings, SART and SARB Hearings, and parent-teacher conferences. **E**

Make visits to schools and community agencies as needed to meet with students and strengthen collaborative service efforts; confer with teachers and other personnel concerning programs and materials to meet individual student needs. **E**

Work collaboratively with other departments to obtain pertinent information for case files. **E**

Provide in-service training for students regarding personal, interpersonal and social problems. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Participate in meetings and professional development training programs; assist in organizing and directing enrichment and recreational activities; direct group activities with students as assigned; provide social and emotional support, and general guidance. **E**

Perform a variety of clerical duties, such as preparation of instructional and program materials, taking attendance, maintaining reco

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.  
Principles and techniques of interviewing and recording social casework.  
Applicable sections of the State Education Code and other applicable rules, regulations, and laws.  
District policies and procedures related to assigned activities.  
Record-keeping techniques.  
Public speaking techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Listen to students and families with patience and understanding.  
Set limits and personal boundaries for students.  
Work confidentially with discretion  
Operate a computer and related software.  
Work with diverse cultures.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Maintain records and prepare reports.  
Prepare and deliver oral presentations.  
Lift light objects according to safety regulations.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Communicate effectively, both orally and in writing.  
Establish rapport