



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Program Director – Foster and Kinship Care Education		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	15		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Dean of Student Services or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Performs a variety of complex and highly responsible administrative and program support activities for the Foster & Kinship Care Education Program. This categorically funded program is a collaborative effort working closely with family services programs in the counties of Shasta, Tehama, and Trinity to provide training in Foster and Kinship Care education. The position ensures program objectives, training opportunities, and policies are properly implemented in compliance with applicable federal guidelines and District policies and procedures. The position requires excellent communication skills as well as knowledge and experience in Social Services programs. Employees in this job class function at a professional level, which requires budgetary, organizational, problem solving, and decision-making skills. This classified administrative position is overtime exempt.

TYPICAL DUTIES

- Administers the day-to-day activities and operations of the Foster and Kinship Care Education Program; develops annual program plan; establishes appropriate guidelines.
- Ensures that the operations and activities are in conformance to and in compliance with the Foster and Kinship Care Program, State and Federal funding guidelines, and District policies and procedures.
- Schedules, markets, and facilitates Foster Care and Kinship Care training sessions, including recruitment of presenters, scheduling of facilities and accounting for attendees.
- Coordinates and facilitates conferences related to Foster and Kinship Care.
- Meets with Foster Care parents to provide information regarding the program and to offer training opportunities.
- Meets with scheduled classes and activities to register, collect data, and share current information with the Foster and Kinship Care providers. These classes and programs typically occur in the evenings and occasionally on weekends.
- Meets with other educational partners on and off campus to help provide and

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communicate educational pathways for the foster care children.

- Serves as a resource to others for the current laws, data, research, special projects, and other information pertaining to the designated program.
- Develops and revises educational curriculum to meet the current needs of the Foster and Kinship Care community.
- Facilitates activities and programs aligned with the current curriculum and needs of the community; may be assigned to lead workshops.
- Compiles and analyzes data; prepares reports for applicable agencies; publishes and disseminates information.
- Resolves issues and ensures program objectives and policies are properly implemented.
- Develops, coordinates, and administers the program budget; monitors and controls expenditures; prepares and submits required federal and institutional fiscal and accounting records.
- Compiles, maintains, and reviews computerized files and records.
- Coordinates with the broader community, including the local County Children and Family Services Departments, the Chancellor's Office, and any other educational partners; assists in participant follow-up activities and project evaluation reports.
- Represents the College in a variety of meetings in support of the Foster and Kinship Care Education Program; maintains liaison with applicable agencies; travels to and represents the College at regional and State meetings. Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- principles, procedures, objectives, and practices related to community college operations, programs, and services
- proper budget development and implementation practices and methods
- Federal Title IV regulations
- support service needs of foster care children and parents
- computer and applicable software programs including database and word processing software
- promotional techniques to market program and training sessions

Ability to:

- supervise the day-to-day activities and operations of a categorical program

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- effectively relate to a diverse population that includes a wide range of ages, socioeconomic, cultural, and ethnic backgrounds
- analyze problems, determine effective solutions, and take independent action for successful results
- analyze data and prepare comprehensive written and oral reports
- work effectively under pressure, prioritize and meet multiple deadlines
- establish and maintain effective working relationships with those contacted in the performance of required duties
- research and develop curriculum
- coordinate and schedule training sessions and conferences; identify program presenters
- present and facilitate training sessions
- direct, supervise, and formally evaluate the work of others

QUALIFICATIONS

Education/Experience Required:

- Master’s degree in a social services area or related field, or a Bachelor’s degree with appropriate licensure, or the equivalent.
- Progressively responsible experience in projects management.
- Experience working with social services agencies and collaborating with educational partners. Teaching experience preferred.
- Sensitivity to diverse populations served.

APPROVALS

Date Created/Revised: 4/2009 / 10/23/2017
Cabinet Reviewed: 10/24/2017
Board Approved: 8/20/2008 / 4/15/2009 / 11/8/2017

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)