CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: Director of Foster and Kinship Care Education Programs (Classified Manager)

DATE APPROVED: 06/21/00

RANGE: 17 (Management Salary Schedule)

DEFINITION

Under the supervision of the Instructional Dean of Health Occupations, coordinates the activities of Foster Care Education programs including Foster Care Education (FCE), Model Approaches to Partnerships in Parenting (MAPP), Independent Living Program (ILP); Kinship Education, Preparation and Support (KEPS); and other related programs as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Coordinates Foster Care Education Programs in accordance with District policy and state regulations.
2. Represents Cerritos College with businesses, governmental agencies, other colleges, and local groups for program development.
3. Coordinates with the County and other agencies in a timely and efficient manner to meet designated timelines and submission requirements.
4. Develops State and Federal grants related to Foster Care Education Programs.
5. Prepares and submits required reports for the Chancellor’s Office, Community College Foundation Office, county agencies, and others as indicated, in a timely fashion.
6. Recruits foster parents to participate in Foster Care Education Programs.
7. Assists with publicity and promotion of programs.
8. Assists with development of the preliminary budget and manages the approved budget.
9. Recommends purchase of textbooks, supplies, equipment and repairs.
10. Develops and attends Advisory Committee meetings.
11. Assists in the selection and recommendation of employment of assigned personnel.
12. Schedules teacher hours and provides substitute services as needed.
13. Certifies payroll reports for assigned personnel.
15. Schedules classes and coordinates training dates with appropriate local agencies and personnel.
16. Prepares and maintains program(s) curricula.
17. Evaluates program(s) using outcome criteria.
18. Attends regional and statewide project director and coordinator meetings and all required and needed program conferences.

19. Performs other related duties as assigned.

QUALIFICATIONS

Required:

1. Bachelor’s degree in psychology, sociology, education, child development, social work, or a related field from an accredited college or university.

2. Minimum of one year experience in program/project management.

3. Ability to supervise others and to organize and carry through on assignments/projects.

4. Ability to work cooperatively with faculty, staff, students, and parents.

5. Ability to communicate clearly and effectively both orally and in writing.

6. Knowledge of, and commitment to, the mission, philosophy, and objectives of the California Community Colleges.

7. Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student community population.

8. Experience, and/or familiarity, with the programs provided by the Department of Social Services.

Preferred:
Master’s degree in psychology, sociology, education, child development, social work, or a related field from an accredited college or university.

CONDITIONS OF EMPLOYMENT

1. Will be required to drive to offsite locations periodically.

2. This is a 60% 11-month, classified management position which is 100% categorically funded under Foster Care Education, Independent Living Program, Model Approaches to Partnerships in Parenting, and other related programs.

3. Employment is contingent upon the amount of funding for any or all of the above programs.

9/5/01 - Change job title/salary range only