



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-4713 • Direct Dial: 964-4710 plus extension

Service and Leadership • www.sbceo.org

POSITION ANNOUNCEMENT

TRANSITIONAL YOUTH EDUCATION ADVOCATE (English/Spanish)

Santa Barbara

SALARY: (Includes bilingual compensation)

Full-time, \$2751.00 - \$3409.00 per month (Initial placement is usually at the first step of the salary range).

APPLY BY:

May 14, 2008 or until sufficient applications. Apply to Classified Human Resources, Santa Barbara County Education Office, 4400 Cathedral Oaks Road (P. O. Box 6307), Santa Barbara, CA 93160-6307, (805) 964-4711, extension 5212. Applicants must complete an application.

THE POSITION:

Assists foster youth, homeless youth, and youth involved in the juvenile justice system in transition from juvenile detention facilities, probation within the juvenile justice system, foster youth placement and/or homeless and emergency shelters to appropriate educational placement. Applicants must be fluent in English and Spanish, demonstrated by writing, reading and speaking.

VACANCY:

There is one full-time position open in the Community Education Program, 8 hours per day, 5 days per week, 12 months per year, located at the Hope Education Center, 3970 La Colina Road, Santa Barbara

QUALIFYING EXAMINATION:

The qualifying examination will consist of any combination of a written and/or oral examination (weighted 100%). Candidates evidencing the strongest background in relation to the responsibilities of the position will be invited to participate in the examination. Candidates must pass all parts of the examination process to be placed on the eligibility list. If you have a disability which may require an accommodation in any of these selection procedures, you must notify the Classified Human Resources in writing by the filing deadline date of this bulletin.

ELIGIBILITY LISTS:

The Open Eligibility List established will expire in six months. The Promotional Eligibility List established will expire in one year. Dual certification of these two lists has been authorized. Dual certification means the examination is open to permanent employees and the general public. The top three ranks, as a result of these two lists, will be interviewed first.

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 student's academic needs. Under 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. 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 Title I requirement. 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 experience working with student at-risk populations. **Knowledge of:** 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. **Ability to:** 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.

LICENSES AND CERTIFICATES

Requires a valid California driver's license and insurance coverage required by law.

WORKING CONDITIONS:

Work is performed indoors with minimal exposure to health and safety considerations. Incumbent will travel to different sites/locations within the county. **Physical Abilities:** Requires the ability to perform indoors in a home, or other non-school site environment 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.

An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Workplace

No. 2007-2008-47

4/30/08