CLASS SPECIFICATION
Foster and Kinship Care Education (FKCE) Program Manager

FLSA Status: Exempt
EEOC Job Category: Professionals
Union Representation: Unrepresented

GENERAL PURPOSE
Under direction, plans, supervises, integrates, coordinates and evaluates assigned programs and services, including the Foster & Kinship Care Education (FKCE), Model Approaches to Partnerships in Parenting (MAPP), Kinship Education Preparation Support (KEPS), Independent Living Program (ILP) and Early Start to Emancipation Program (ESTEP); coordinates, organizes, schedules, implements and conducts multiple State-mandated pre-service and renewal training workshops for foster parents; prepares, updates and maintains program reports and records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
FKCE Program Manager is responsible for the administration and implementation of the FKCE, MAPP, KEPS, ILP and ESTEP programs and services to provide State-mandated pre-service and renewal training and support to potential and current foster parents. The incumbent provides administrative and technical management and coordination on FKCE program activities. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

FKCE Program Manager is distinguished from other professional District classes in that an incumbent in the former class is responsible for managing and administering District-wide FKCE and related programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, oversees, administers, implements, integrates and evaluates assigned District programs and services, including FKCE, MAPP, KEPS, ILP and ESTEP; interprets and applies current, detailed knowledge of program-specific federal, state and local laws and regulations, grant and program guidelines/requirements and District policies and procedures to meet program requirements and carry out program management duties; contributes to the development of and monitors performance against annual program budgets; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve program and District goals, objectives and performance measures consistent with the District's quality and service expectations; participates in coordinating and integrating multiple programs’ functions and responsibilities to achieve optimal efficiency and effectiveness; develops and recommends annual program/service calendar; selects, trains, provides work direction to and oversees the work of
assigned FKCE staff and contractor/trainers; reviews, enters and submits payroll information into District payroll system.

2. Coordinates, organizes, schedules, implements and conducts multiple State-mandated pre-service and renewal training workshops for foster parents, including classes for F-Rate (medically fragile foster children) and D-Rate (behaviorally difficult foster children) and kinship care providers; identifies, schedules, secures and oversees appropriate presenters and locations; assesses and identifies participant service needs and recommends workshop additions/modifications; conducts assigned workshops for program participants; in accordance with Grant/Program and District requirements, reviews and assesses workshops and completes formal workshop evaluations.

3. Serves as Program representative/expert resource with internal and external contacts; organizes, develops and provides in-service training to FKCE staff; plans, coordinates and administers advisory board and informational/resource community meetings; confers and collaborates with FKCE Chancellor’s staff and FKCE Community College Foundation staff on day-to-day program operations and activities; responds to inquiries about program; provides notification and information regarding upcoming training sessions to internal and external sources.

4. Prepares, updates and maintains annual, comprehensive reports for distribution to the State’s Chancellor Office, including FKCE Program Plan, FKCE End-of-Year Report and FKCE Budget Detail Report; prepares, updates and maintains annual or quarterly reports for distribution to Community College Foundation, including Foster Care College Community Services, ESTEP Expenditure Report, ILP Expenditure Report and College and Community Resource Report; maintains, controls and oversees maintenance and confidentiality of assigned program records and other information, including updating and maintaining workshop enrollment and attendance in FKCE database.

OTHER DUTIES

1. Attends community events, workshops, seminars, conferences and other program-related events, as directed.

QUALIFICATIONS

Knowledge of:

1. FKCE, MAPP/KEPS, ILP and ESTEP program policies, practices and procedures.
2. Foster Care system, organization, functions and operations.
3. Principles and theories of child development pertinent to the provision of foster care training services.
4. Training models, principles, theories, methods and techniques for successfully providing services to participant population.
5. Federal, state and local laws, regulations and court decisions applicable to programs and areas of responsibility, including grant-funding regulations.

7. Cultural and socio-economic issues relevant to providing foster care training to program population.

8. Research methods and data analysis techniques.

9. Administrative practices and procedures, including record keeping and filing practices and procedures.

10. Standard business software, including word processing, data base and spreadsheet programs.

11. Principles and practices of sound business communication.

12. Principles and practices of effective management and supervision.

13. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Manage, oversee and administer the programs, services and staff of the FKCE, MAPP/KEPS, ILP and ESTEP programs.

2. Organize, coordinate and conduct effective pre-service and in-service training workshops for foster parents, meeting all state-mandated requirements.

3. Communicate clearly and effectively, both orally and in writing.

4. Interpret, apply, explain and reach sound decisions in accordance with federal, state and local laws and regulations related to program administration, implementation and funding and District policies and procedures.

5. Exercise sound independent judgment within general policy guidelines.

6. Oversees maintenance of confidential and specialized program and student/participant records and files.

7. Operate a computer using word processing, database and other business software and other standard office equipment.

8. Relate effectively to foster parents and children from diverse socio-economic and cultural backgrounds.

9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

10. Establish and maintain effective working relationships with District management, administrators and staff; state and local agency representatives; foster parents/children; the public and others encountered in the course of work.
**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a bachelor’s degree in psychology, social work, education, business administration or a closely related field; and at least three years of progressively responsible community education program management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; observe and interpret people and situations; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks with constant interruptions, and interact with District management, administrators and staff; state and local agency representatives; foster parents/children and the public.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.