

Jordan School District  
**LICENSED JOB DESCRIPTION**

Job Title: Youth in Care Specialist FLSA Classification: Exempt  
 Department / Location: Student Services Contract: 207 Days  
 Supervisor's Title: Director and Consultant Evaluation Type: Teacher Specialist  
 Original date: 10/22 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the direction of the **Student Support Consultant and Director of Student Services**, the **Youth in Care (YIC) Specialist**, from a central District office location, will provide leadership, support, mentoring, supervision and direction in assigned areas and programs, including required monitoring and reporting for state and federal programs. The YIC Specialist will assist in the development, goals and other supportive measures including training and in-service programs. Will work frequently with administrators, site-based school staff, District staff, classroom teachers, school mental health staff (school counselors, school psychologists, and clinical support staff), parents and community groups/programs. Will serve as a resource for meeting student individual needs, monitoring progress, Check-and-Connect, Return-to-Learn, and other supports for at-risk youth in care and schools. Will work with a wide variety of school-aged students.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
  - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).
- 
- Serve as a role model and support for students through collaborative activities and social programs including wellness and restorative practices.
  - Provide guidance and support to staff, schools and students through teaching and mentoring.
  - Provide leadership, direction and supervision of the Check-and-Connect mentors.
  - Manage, direct and assist with intake assessments, case-management and placements with enrollment, academics, attendance and other needs for YIC.
  - Coordinate YIC placement, support and prevention with a variety of District departments, school staff and community resources (JJS, DCFS, etc.)
  - Serve as a resource for school leaders and staff to determine and provide supports to YIC.
  - Assist with program needs with McKinney-Vento, Check-and-Connect, Wellness, Prevention, Attendance, Home and Hospital and others as required and assigned.
  - Serve as a liaison and resource for schools and community groups/agencies/resources (i.e. Child Welfare Services) in a collaborative manner to serve the student's best interests.
  - Assist in the management of budgets and grants, including project expenditures and monitoring and tracking expenditures and needs.
  - Requires travel using own transportation.
  - Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
  - Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
  - Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
  - Attend and participate in department meetings as required.
  - Assists with District special events as assigned.
  - Participate in committees as requested.
  - Follow District procurement guidelines with administrative approval.
  - Create a clean and organized environment that is conducive to student learning.

- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Adhere to contract time. Requires daily attendance at assigned work location.
- Other duties and responsibilities as assigned by the principal/administrator.
- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel. May be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds to move classroom materials.
- Visual abilities to see and supervise students.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

### **QUALIFICATION REQUIREMENTS**

- Requires compliance with USBE state license requirements or successful applicant must apply for an Associate license and complete the license requirements within three years of hire.
- Requires a Bachelor's Degree from an accredited college/university in education, counseling, psychology, social work or related field PLUS three (3) years of successful work experience as a licensed educator, school counselor, social worker, psychologist or other related position.
- Oral and written proficiency in Spanish preferred but not required.
- Requires strong written and oral communication skills with amongst multiple stakeholder groups including staff, students and community members.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking and time management skills.
- Requires the ability to create and engage in a collaborative environment.
- Requires the ability to manage confidential and legally sensitive situations.
- Requires the ability to work as a member of a team, as well as the ability to work independently with little direct supervision.
- Requires the ability to manage the development and implementation of programs.
- Requires the ability to manage multiple simultaneous projects and deadlines.
- Requires the ability to establish and maintain a positive working environment.
- Requires the ability to adapt readily to change on an ongoing basis.
- Requires own transportation to travel to multiple locations.
- Knowledge of State and Local Board guidelines and policies.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.