



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Supervisor, Foster Care Services  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY GRADE:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Student Services  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To develop a comprehensive plan for the coordination and provision of services, as well as the educational stabilization process for students in the dependency system, i.e. foster care. To coordinate school, court and community agency communication through cooperative planning and delivery of services, programs and placements for dependency students.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Supervisor, Foster Care Services shall carry out the performance responsibilities listed below:**

- Supervise staff as assigned in the performance of job duties.
- Develop an infrastructure to monitor and ensure that Broward County Public Schools remain compliant with federal and state regulations legislating educational services and provisions for foster care youth.
- Serve as the point of contact for the education of foster care youth with local, state and national agencies and personnel, including the Department of Children and Families, ChildNet, the Broward Sheriff's Office Child Protective Investigations Section, dependency case managers, judges, attorneys, and Guardian Ad Litem of the dependency court system.
- Oversee the operation of the foster care program services office.
- Review sensitive court orders submitted by the dependency courts and ensure the timely dissemination and/or communication of information to the school-based foster care representative or designee.
- Ensure assistance with all follow up actions related to foster care youth, including but not limited to, foster care students remaining in their school of origin when in the child's best interest, school enrollment of foster care students, as applicable, coordination of transportation, provision of meal benefits, and facilitation of requests for educational support services and interventions.
- Provide guidance and consult with the School Principal, designee and the local Child Welfare Agency (ChildNet) on educational planning for foster care students in support of improved academic outcomes.
- Direct staff review and interpretation of student records relative to educational programs, current and prior placements, monitoring and tracking of student promotion and graduation rates.
- Identify programs available for foster care students, support and encourage participation including arrangement of School Board transportation, when necessary and available.
- Serves as District adviser to judges and dependency case managers on available services for foster care students.
- Develop and implement District procedures for release of information related on foster care students.
- Act as the contract manager for the DCF Interagency Agreement with identified agencies.
- Serves as the liaison between and among the district's offices, departments, school sites, the Department of Children and Families, ChildNet, the Department of Juvenile Justice, CareerSource Broward, the Association for Persons with Disabilities, Broward Behavioral Health Coalition, dependency case managers and school district foster care designees pertaining to educational services for foster care youth.
- Ensure that staff and school-based designees implement case management and follow-up procedures.
- Oversee staff utilization and access to confidential data relative to foster care youth, ensuring compliance with rules relating to the transfer and dissemination of information between schools, District offices and approved governmental agencies.
- Evaluate and assess the training needs of both internal and external stakeholders, develop curriculum and content, including selection of applicable materials and delivering training.
- Gather, review and analyze data to identify trends and inform programming decisions.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in social work, guidance, psychology or a related field of study.
- A minimum of five (5) years, within the last ten (10) years, of related experience including, but not limited to, serving at-risk children, youth and families in a formal education or social services setting.
- Demonstrated knowledge of community initiatives to address population needs.
- Prior grant management and grant writing experience.
- Prior experience working with displaced individuals of diverse backgrounds.
- Effective time-management skills, including demonstrated ability to adhere to deadlines.
- Excellent customer service skills.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Prior experience in an educational setting as a teacher, ESE specialist, guidance counselor, school social worker or related position.
- Demonstrated knowledge of Individual Educational Plans and placement process.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Work collaboratively with the Department of Children and Families, ChildNet personnel, Guardian Ad Litem Program, Department of Juvenile Justice, caseworkers, judges, school personnel, community agencies, and parents to ensure that the unique educational, social, and emotional needs of dependency case students are met in compliance with Federal and State mandates.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board policy.

Board Approved:

Board Adopted: