

- Assist bio and foster parents and local office staff in understanding education jargon, acronyms, and school procedures
- Review educational records and offer recommendations for further success
- Partner with local schools to improve behavioral concerns
- Collaborate with field and then local schools Point of Contact to determine educational best interests and transportation to/from educational setting that will best meet the individual needs of each foster youth any time a home placement change could impact the youth's educational setting
- Assist in locating missing education files/credits/etc.
- Attend CFTMs, when necessary, to discuss and plan for positive education outcomes
- Provide guidance with post high school planning
- Provide educational trainings for parents/caregiver
- Attend school meetings, when necessary, to support the youth, family, and field in ensuring the individual needs of the child are being met and to offer evidence based educational strategies to the school
- Provide guidance to families and field regarding Special Education, its processes and laws, timelines, and accommodations available to better support youth with disabilities
- Provide expert testimonies in court or via written statement regarding the educational status of youth in DCS care, as requested by local DCS legal counsel
- Maintain an updated contact list each school year of pertinent school staff for each school corporation in each county
- Research innovative and evidence based educational strategies for use with the population we serve in school and home settings
- Create and distribute resources to local offices, schools, and caregivers to support the education of foster youth
- Create and present professional development trainings for local school corporations, local DCS offices, and foster parent support groups
- Work with Mind Trust
- Work with FosterEd and NCYL (National Center for Youth Law)
- Serve as the Liaison between DCS and local schools as it pertains to any invoicing submitted to DCS for expenses related to damaged or lost textbooks, devices, or musical instruments for wards.