



Job Title: **Student Advocate**  
 Department: **Responsive Services**  
 Supervisor: **Diamond Ridge High School Administrator**  
 Lane Placement: **ESP Lane 7**  
 Schedule: **180 days/ 8 hours** Evaluation Group: **JCES**  
 FLSA Classification: **Non – Exempt**

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## **JOB DESCRIPTION**

The Student Advocate serves as a resource for students and families to help students achieve and maintain the greatest academic and personal benefit from their learning experiences. Advocates will focus on social and emotional aspect of the student; monitor attendance, grades, behavior, assist with parent education training modules, meetings and workshops, and make direct referrals to local agencies and family resources. Student Advocates manage and maintain a caseload of at-risk students, meeting each week with students, communicating with parents, teachers and counselors to help remove barriers to educational opportunities.

## **ESSENTIAL FUNCTIONS**

- Coordinate a variety of intervention services for students including those connected with regular education, special education, career pathways and community resources.
- Provide individual mentoring for students identified as at risk or performing below grade level by supporting the student with personal, organizational, and study skills strategies to enable sustained student improvement.
- Uses multiple sources of student data to monitor student progress and provide specific support for the student.
- Communicates routinely with teachers, and counselors about the deficiencies, challenges, and progress that students demonstrate; maintain a caseload of identified at risk students.
- Receives feedback and concerns from parents and follows up to work with school sites to alleviate concerns and enhance parent satisfaction.
- Provides information to the community, parents and students regarding enrollment, career pathways and college admissions.
- Provides targeted interventions for at-risk students.
- Works flexible schedules including evening and weekends in order to meet with parents and students.
- Prepares and maintains a variety of data collection for program records including parent evaluations, attendance, behavior, academics and home visits. Ensures accurate data collection and submission for State reports.
- Encourages educational support and community involvement in parents. Assists families to understand their opportunities and responsibilities that empower them to be advocates for their children.
- Assists families in obtaining access to school programs and resources. Assists in removing obstacles that might prevent a family's participation in the school/programs.
- Encourages parental involvement in the educational programs. Schedules meetings with parents and school staff including home visits with students and/or parents.
- Participates in special assessments, individual student plans, and other meetings, facilitate Student Study Teams and 504 meetings as needed.
- Refers students to other public/private community resources.
- Works directly with teachers and staff to ensure appropriate implementation of program goals.

- Attends meetings and professional development as required.
- Provides occasional transportation for parents and students on an as-needed basis to ensure objectives of the program are met.
- Facilitates communication and relationship building with community building partners, key stakeholders, and volunteers. Represents the school to various civic and community groups.
- Serves as a key information contact for programs, partnership and resources serving students and families within the school community.
- Acts as a resource to teachers who may need specialized materials or assistance in teaching a lesson (such as materials for a science lessons, field trip, guest speakers, etc.).
- Develops and maintains a current, comprehensive list of community resources available to students and families.
- Accepts assignments for special projects as needed at both a school and district level.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Associates' Degree or equivalent required.
- Must have minimum of one year of prior experience working with at-risk students, families and/or community agencies.
- Knowledge of Adult and family basic education principles and methods.
- Knowledge of college admissions and record keeping requirements established by the District and external agencies.
- Knowledge of principles and practices including an understanding of the special needs of families from diverse socioeconomic and ethnic backgrounds.
- Knowledge of community resources available to supplement services provided by the educational system
- Prior experience working with public schools preferred.
- Proficiency in Spanish preferred.
- Ability to build and sustain positive relationships with school-based personnel and community partners.
- Ability to treat students, parents and staff with empathy and discretion.
- Demonstrated skill facilitating meetings to be inclusive and solution-focused.
- Exceptional communication skills both verbal and written.
- Willingness to continually learn new information and develop new skills.

- Proficient computer skills to operate software such as MS Word, Excel, Outlook, Google docs, Skyward and other software and systems.
- Ability to take initiative, work efficiently and effectively with little oversight, and complete assignments on-time.
- Ability to interact with students, faculty, community members and parents professionally and skillfully.
- Ability to work collaboratively and individually on assigned tasks.
- Ability to keep sensitive information confidential.
- Proficiency in the use of Word, Excel, Power Point, Google Docs, etc.
- Willingness collaborate with and actively support other school, department and district initiatives.
- Ability to work a flexible schedule (afternoons and evenings as needed).

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of twenty (20) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, 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.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 6/8/2020 \_\_\_\_\_