

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/20	<b>STUDENT ADVOCATE</b>	2.12.16
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### **PURPOSE**

To improve achievement for students in Salem Keizer Public Schools, the Student Advocate provides outreach, service coordination, and support to students experiencing homelessness and their families, and to students in foster care and their families.

### **SUPERVISION RECEIVED AND EXERCISED**

The Student Advocate receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgement of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Working with students and their families from various culturally and linguistically diverse backgrounds to develop a comprehensive service plan for education success.

Providing information and resources to students on such topics as life building classes, case management, prevention/intervention classes, alternative educational opportunities, and additional social services.

Assisting students with coordination and planning activities needed to access services including transportation to school; may perform home and/or school visits.

Responding to student and family requests in dealing with educational, social, emotional, and physical issues related to homelessness or foster care.

Assisting students in obtaining emergency food, clothing, shelter, and other material needs.

Reaching out to youth who are not in school to encourage them to complete their secondary education or equivalent.

Advocating for the unique needs of students experiencing homelessness or in foster care with schools, service agencies, and community groups.

Attending staff in-services and State or agency training sessions or conferences related to foster care, homelessness, unaccompanied youth, and issues related to job responsibilities.

Collaborating and working in partnership with other agencies to provide services to students and their families.

Maintaining accurate records of program activities; participating in program data tracking, monitoring attendance and grade progress, assisting with transportation via bus re-routing or

city bus passes, providing school staff with current student information and disseminating public notices of the educational rights of students in situations of homelessness or substitute care.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Unique educational needs of homeless, at-risk students.

Child development, family dynamics, and an understanding of poverty.

Materials and methods appropriate to the educational needs of homeless, at-risk students.

Available community resources, service agencies and social service agencies.

Principles and practices of problem solving.

Cultural differences and cross-cultural communication.

#### **Ability to:**

Work in an empathetic manner with homeless students and their families.

Maintain cooperative relationships with educational staff, families and community service agencies.

Work effectively in a team situation by demonstrating cross-cultural communication skills.

Work independently in the absence of direct supervision to carry out the goals and objectives of the individualized educational plan.

Communicate effectively in English, and Spanish is desirable.

Maintain highest level of confidentiality in all matters relating to students and families.

Operate a personal computer, related peripheral equipment and related software.

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

#### **Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Three (3) years of experience in working with homeless or at-risk students and their families.

**Training:**

Equivalent to completion of the twelfth grade, supplemented by college level course work or special training related to education, social services, or social science.

**Work Environment:**

Climate controlled office settings, home, school and/or shelter visits. Exposure to minimal noise intensity levels. High level of contact with district students, parents, staff and service agencies within the community.

**Physical Requirements:**

Frequent talking, hearing, standing, sitting and driving for extended periods. Mobility to work in a typical office setting and use standard office equipment and related software. Hearing and speech to communicate in person, e-mail or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Light-Medium- Exert force to 35 lbs. occasionally and/or up to 25 lbs. of force constantly to move objects.

Salem-Keizer School District is an equal opportunity employer.