

Madera Unified School District Classified Job Description

Student Advocate

Purpose Statement

The Student Advocate serves as a resource for students and parents to achieve and maintain standards of excellence in the curricular areas so that each student receives the greatest academic and personal benefit from the learning experience. Advocates will focus on social and emotional aspect of the student; monitor attendance, grades, behavior, assist in parent education training modules, meetings, workshops and make direct referrals to agencies. Student Advocates manage and maintain a caseload of at-risk students through weekly meetings with students, communication with parents, teachers and counselors.

This job reports to the site Administrator or Designee

Essential Functions

- Coordinates a variety of intervention services for students including those connected with regular education, special education, home schooling partnerships, and career pathways.
- Provides individual mentoring for students identified as at risk or performing below grade level by facilitating a variety of 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.
- Communicate 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.
- Provide targeted interventions for at-risk students.
- May work flexible schedules including evening and weekends in order to make contact 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.
- Encourage educational support and community involvement in parents. Assists families to understand their opportunities and responsibilities that empower them to be advocates for their children.

MADERA UNIFIED SCHOOL DISTRICT

Job Description – Student Advocate

p. 2 of 3

- 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.
- Encourage 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 staff to ensure appropriate implementation of program goals.
- Attends meetings and professional development as required.
- May provide transportation for parents and students on an as-needed basis to ensure objectives of the program are met.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Knowledge and Skills

KNOWLEDGE OF: Adult and family basic education principles and methods; college admissions and record keeping requirements established by the District and external agencies; child development principles and practices including the special needs of families from diverse socioeconomic and ethnic backgrounds; requires knowledge of community resources available to supplement services provided by the educational system; knowledge and skill at using a personal computer and common office productivity software and programs for accessing student information; sufficient English writing skill to prepare reports; sufficient human relations skill in order to successfully interact with students, faculty, community members and parents; may require knowledge and competency in a second language.

ABILITY TO: Independently perform all of the duties of the position efficiently and effectively; requires the ability to coordinate, advise and plan complex components of a student/parent advocate; requires the ability to learn, interpret, explain and apply knowledge of district, Special 504s, SSTs and other functions that requires the ability to act as a liaison to a variety of District staff, parents, students and support agencies; requires the ability to plan, organize and prioritize work in order to meet schedules and timelines; requires the ability to coordinate and organize multiple projects; requires the ability to conduct orientations and in-service training to small groups; ability to communicate with students, staff, parents and the public in a manner that reflects positively on the department and District, ability to learn District and State rules, regulations and policies regarding students

MADERA UNIFIED SCHOOL DISTRICT
Job Description – Student Advocate
p. 3 of 3

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience: One year of experience working with students in one of the following: teaching, counseling, tutoring or educational professional internship.

Education: Bachelor Degree in one of the following: Child Development, Teaching, Psychology, Counseling, Social Services, Behavioral Science or a related field.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands (A)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 34
239 Day Calendar