

Henderson Knox Mercer Warren
Regional Office of Education
JOB DESCRIPTION

Position Title: Alternative Learning Opportunity Program (ALOP) Advocate

Location: As assigned by program

Department: School and Family Engagement

Reports to: SAFE Director and Assistant Director

FLSA Class: Non-Exempt

Revised Date: 5/29/24

SUMMARY

The ALOP Advocate will address the needs of students who were referred to the program by developing a student success plan to help improve in one or more of these areas, academic, behaviors, attendance, and social emotional learning.

DUTIES & RESPONSIBILITIES

School and Family Engagement

1. Maintain a caseload of approximately 30-35 families within the appointed School.
2. Ensure that ALOP policies and procedures are implemented with fidelity.
3. Contact student within one week of referral.
4. Contact parent/guardian (via phone call) to get verbal consent to work with student.
5. Complete student intake forms Student Success Plan (SSP)/ Individualized Optional Education Plan and Questionnaire.
6. Schedule meeting with parents/guardians within 2 weeks of intake to complete paperwork.
7. Develop Student Success Plan (SSP)/ Individualized Optional Education Plan within 2 weeks after obtaining signed consent of the parent/guardian.
8. Prepare and facilitate frequent in-person check-ins with all students on caseload.
9. Work as a liaison between family and school to create and implement a plan for students' academic and social-emotional success.
10. Provide ongoing support in areas of academic deficiencies (credit recovery, executive functioning support, tutoring, etc), social emotional development, and resources around other identified areas of need.
11. Work collaboratively with schools and programs to define and outline the role of school staff in improving student participation, performance, and success for individual students.
12. Collaborate with attendance support interventionists, case managers, and court liaison to provide well-rounded support for student and family on caseload.
13. Schedule, plan, and participate in family engagement events for students and families on caseload (at least one per semester).
14. Meet with parents/guardians in person or by phone 2x per semester in order to

support student growth.

15. Meet with caseload students weekly and provide a case note for each meeting.
16. Conduct small group sessions with students on caseload monthly.
17. Maintain case management records, provide grant data and documentation, and other reporting and data collection as needed for the program.
18. Assist in the planning of transportation for students to and from school, as necessary.
19. Share program information and program data at staff/school meetings.
20. Monitor attendance, behavior, and grades for all students on caseload.
21. Respond and intervene in student crises in accordance with school policy.
22. Plan and facilitate SEL sessions with other staff, as relevant to student needs.
23. Provide transitional support in career and post-secondary exploration for students on caseload.
24. Utilize an evidence-based family support curriculum to work with families at home on increasing parenting skills, student's social skills, and family skills.
25. Provide referrals to community-based organizations to help address social-emotional and mental health needs as indicated by the IOEP (Individual Optional Education Plan).
26. Maintain up-to-date information with school, collateral, court, and community-based contacts.
27. Increase effective communication between schools, providers, and families by bridging the school-family-community gap.
28. Create incentive programs with students on caseload.
29. Serve as a liaison and representative of ROE 33 on inter/intra-office committees for the development of aligned and coordinated services/programs.
30. May be required to perform other tasks as assigned by the Director and Assistant Director of School and Family Engagement Department.

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31. Maintain updated Google Calendar.
32. Complete all required employee documents in an accurate & timely manner per ROE, State, and other grant requirements.
33. Practice high ethical standards and maintain confidentiality.
34. Engage in Professional Development per ROE/position requirements.
35. Follow and enforce all State, Federal, and ROE guidelines and policies in a professional manner.
36. Maintain turnover files (ROE#33 Purple Binder).
37. Attend all ROE and program meetings as required by the supervisor.
38. Join and participate in a ROE Committee, including attendance and engagement at meetings.
39. Shows up, is prepared, and follows through on commitments with thorough, timely, and consistent work (Dependability).
40. Willingness to change and/or compromise when needed (Flexibility).
41. Follows the attendance policy in the ROE handbook (Attendance).
42. Arrives prepared and ready to work at the scheduled time for meetings, events and work (Punctuality).
43. Takes initiative in problem solving by implementing and suggesting solutions to problems independently (Problem Solving).

44. Positively contribute both internally and externally to the culture and climate of the ROE (Attitude).
45. Take initiative to work independently on a consistent basis to meet expectations of the job by staying on task and completing job duties without constant supervision (Works without Supervision).
46. Maintain positive relationships both internally and externally that improve the ROE's culture and climate (Interpersonal Relations).
47. Work is completed thoroughly, timely, and consistently (Quality of Work).
48. Ensure consistent and clear communication with supervisor, colleagues, students/families, and stakeholders (Communication Skills).
49. Follow ROE Dress Code consistently (Appearance & Grooming).
50. Perform other duties as assigned by Regional Superintendent of Schools or Assistant Regional Superintendent of Schools.

QUALIFICATIONS, KNOWLEDGE, & CRITICAL SKILLS

1. Preferred Bachelor's degree in any human services or social work related field. 2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
3. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. Experience with behavioral health, case management, and adult learning
5. Commitment to supporting at risk families
6. Cultural and linguistic competency appropriate to community to be served 7. Knowledge of Google Suite and Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
8. Ability to lift and carry up to 20 lbs.
9. Ability to push/pull up to 10 lbs.
10. Ability to communicate to students, parents and staff in an acceptable/courteous manner. 11. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public. 12. Enforce ROE regulations and policies in a professional manner.
13. Ability to maintain good working relationships with fellow employees and pupils.
14. May be required to perform other tasks as assigned by the Regional Superintendent.

SCHEDULING

The work hours for this position are Monday through Friday 8:00 a.m. to 4:30 p.m., 7.5 hours per day and 37.5 hours per week. The schedule is subject to change with ROE pre-approval. Staff must follow the ROE #33 Calendar for days required for employment contract.