

Job Title: Advocate - Student Support Services

FLSA Exemption Status: Exempt

Term: 200 days

Minimum Qualifications:

1. Valid state license in the applicable area of expertise;
2. Preferred - Master's Degree in Social Work, Counseling, or other applicable medical field; and
3. Meets health and physical requirements.

Job Objectives/Goals:

To empower students, families, and school personnel to access available opportunities and resources that develop each student's potential. To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Responsibilities and Essential Functions:

1. Effectively and appropriately assesses and addresses the needs, characteristics, and interactions of students, families, school personnel, and the community;
2. Uses knowledge and understanding of the reciprocal influences of home, school, and community to intervene for student success via such practices as assessment, crisis intervention and response, home visits, conflict resolution, individual and group counseling, consultation, program development, dropout prevention, graduation awareness, and coordination of school and community services;
3. Advocates for appropriate services for students and their families;
4. Consults and collaborates with stakeholders on behalf of students and their families;
5. Effectively plans, implements, and evaluates programs that promote student and family success; and
6. Advocates, facilitates, and contributes to accountability for outcomes aligned with local, state, and federal policies and guidelines.
7. Assesses student and family needs (e.g. financial, medical, parenting skills, etc.); suggesting plans of services to support educational objectives and to assist families in seeking services.
8. Coordinates activities with a variety of outside services, agencies, school sites, etc. (e.g. mental health, probation, medical, etc.); providing referrals for families and/or students.
9. Coordinates workshops for parents and/or students (e.g. parenting skills, community resources, district programs, social skill development, etc.); assisting parents in maintaining a positive home environment, building trust between family and District and supporting the child's educational program.
10. Maintains case records (appropriate documentation) and complies with mandated requirements.
11. Participates in meetings, workshops and seminars as needed to convey and/or gather information required to perform functions.
12. Responds to requests for intervention in situations that could negatively impact the student's education plan, focusing on addressing needs of the student.
13. Serves as a liaison and advocate on behalf of the student, trying to improve or resolve issues that could impede student's success.
14. Strives to:
 - a. Identify and serve students at high risk for drugs and violence,

- b. Provide individual and group counseling related to identified needs (anger-management, impulse control, substance abuse prevention, social skills training, self-esteem, etc.),
 - c. Assist students in development of problem solving and conflict resolution skills,
 - d. Promote regular school attendance,
 - e. Facilitate Functional Behavior assessments,
 - f. Contribute to students' Individual Learning Plans,
 - g. Coordinate crisis intervention services and/or serve on schools' Crisis Team,
 - h. Facilitate transition planning and implementation for students,
 - i. Track students to identify changing needs,
 - j. Assess student and family needs,
 - k. Coordinate services with school personnel and with community agencies,
 - l. Help students and families in making the best use of available opportunities and resources by coordinating school, home, and community resources,
 - m. Promote parent involvement in school (conferences, parenting class, IEP and ILP meetings, etc.),
 - n. Conduct parent classes to address identified areas of need (e.g. parenting skills, substance abuse awareness, appropriate discipline, etc.),
 - o. Instruct stakeholders in drug and violence prevention education/training,
 - p. Respond to requests for intervention in situations that could negatively impact the student's education plan,
 - q. Prepare teachers to deliver support and instruction related to drug and violence prevention,
 - r. Provide competent, culturally sensitive services, and
 - s. Collect data to measure program effectiveness.
15. Maintains confidentiality relative to students.
 16. Represents the school system and the community in a positive manner.
 17. Reports to the proper authorities when the employee knows, or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect.
 18. Follows all board policies, school rules, and administrative regulations on the local, state and national level.
 19. Serves as a role model to all staff, students and other members of the school community.
 20. Attend work on a regular and predictable basis.
 21. Performs other work-related duties as assigned by the Director of Schools.

Skills and Abilities Required:

Skills and Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Physical Demands:

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Kneeling
2. Talking
3. Hearing
4. Seeing

Working Conditions:

1. Normal working environment in a public school.
2. Will be expected to work directly with students, families, and school personnel to best meet students' needs.
3. May be assigned to more than one school and/or different schools from year to year.
4. Travel will be required within the county to schools, homes, and community resources.

Reports To: Building Principal

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

