

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FAMILY ADVOCATE

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university; or,
- (2) Obtain a Florida teaching certificate; or,
- (3) Obtain a Flagler County non-degreed vocational certification.
- (4) Willing to be flexible in work schedule, including split shift.
- (5) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws and rules regarding Chapter I. Ability to organize, prioritize, and interact effectively with children and parents. Demonstrate skill in written and oral communication.

REPORTS TO:

Assigned Administrator

JOB GOAL

To provide support for families of children within the Chapter I program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Make regular home visits to parents/guardians of children in Chapter I attendance zones.
- * (2) Act as an advocate for the family unit.
- * (3) Coordinate needs for additional services.
- * (4) Act as a liaison between family members and other staff members of the educational community.
- * (5) Develop a resource of educational parenting materials to be used at home.
- * (6) Provide parents with educational or parenting techniques to assist their children.
- * (7) Plan and implement parenting workshops with guest lecturers.
- * (8) Develop and distribute a monthly/quarterly newsletter with helpful parenting techniques.
- * (9) Work cooperatively with all staff members developing parent programs which will address individual needs of the family.
- * (10) Attend Interagency Councils (Pre-K -Flagler County) to establish a rapport with other community agency representative.
- * (11) Teach on an as-needed basis.
- * (12) Perform other incidental tasks consistent with the goals and objectives of this position.

FAMILY ADVOCATE (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Flagler Schools Strategic Framework – Student & Community Engagement