



Job Description
Prepared/Revised: April 2021

Job Title:	ELL Student and Family Advocate	Job Code:	5055
Job Family:	Non-Certified	FLSA Status:	Exempt-P
Pay Program:	Administrative	Pay Range:	L05
Typical Work Year:	10 months		

SUMMARY: The Student and Family Advocate will work in the middle and high schools that do not currently receive Title I funding. This position will address the academic and social needs of children in order to meet graduation requirements and collaborate with families, school/district personnel, and community partners to support child with school related issues including: enrollment, scheduling, assessments, credit attainment, post-secondary goal planning, and addressing barriers to success. Travel through the neighborhood and visit homes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist students and families in navigating and understanding the school system, including: enrollment process, attendance, grades and transcripts, graduation requirements , and transition	D	30%
2. Refer parents and family members to human services agencies and other resource providers	W	20%
3. Work collaboratively with students, parents, and staff to assess student needs and progress towards graduation attainment and develop educational/postsecondary goals	D	10%
4. Work with school staff to ensure an understanding of communicating and working with parents/guardians to build strong ties with the school	W	10%
5. Coordinate parent workshops and meetings based on needs assessments of families. Maintains records of parent/guardian meetings. Create and disseminate information to parents.	W	10%
6. Serve as a liaison to the community and attend external meetings as needed.	W	5%
7. Assist in the plans to improve involvement of parents/guardians. Prepares reports concerning parent/guardian engagement activities at the school level	W	5%
8. Develop relationships and collaborate with outside agencies and organizations whose resources serve as support for students and families to increase academic success and improve the conditions for learning	M	5%
9. Perform other job related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor degree in education, social work, or equivalent preferred.
- Bilingual in Spanish required.
- Experience mentoring and advising students at all grade levels related to academic achievement preferred.
- Three (3) years of experience with at risk and culturally diverse populations required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities and into community.
- Valid Colorado driver’s license.
- Must be able to meet district qualifications to transport students in a district vehicle, required within 3 months of hire.
- CPR and First Aid certifications required within 3 months of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent verbal and written communication skills.
- Working knowledge of current work place technology.

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to conduct home visits when required.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher and Google applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	ELL Director and Title Coordinator	5007 and 4091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in small group setting.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk			x	
Sit		x		
Use hands to finger, handle or feel		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze		x		
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute		x		
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	