



## Job Description

Job Title: **Youth Advocate**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **February 2021**

Job Code: **080414**  
 FLSA Status: **Exempt-P**  
 Pay Range: **L05**  
 Typical Work Year: **10 months**

**SUMMARY:** Advocate will address the academic and social needs of children in order to meet graduation requirements. Advocate will collaborate with families, school/district personnel, and community partners to support students with school related issues including: enrollment, scheduling, assessments, credit attainment, post-secondary goal planning, and addressing barriers to success. Youth Advocate positions will work with specific or identified populations as determined by the applicable grant or funding source.

**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. Use assessment data/needs analysis and work collaboratively with students, parents and staff. Use these data to determine needs and progress towards social and academic success and post-secondary goals. Monitor student progress towards attainment of the student's goals regularly.	D	60%
2. Attend and participate in applicable meetings and related events to ensure parents/guardians understand and have access to full participation in their student's education.	M	5%
3. Identify and contact students who are not successfully engaging in the education process. Determine the possibility of re-enrollment, re-engagement, or an alternative for successfully continuing/completing the education process.	Q	5%
4. Serve as an internal and external contact for issues related to specific grant programs. Collect, maintain, and report program data for the purpose of informed decision making and grant writing process. Understand and utilize Grant Program fiscal procedures with specific attention given to grant budgets regarding appropriate/efficient use of funds. Attend state and regional meetings regarding specific grant programs.	Ongoing	5%
5. Inform and update personnel regarding policies, procedures, and services related to the education of students with specific attention given to maintaining the identification process for each specific grant program.	Ongoing	5%
6. Collaborate with outside community organizations to support students and families to increase opportunity for academic and social success.	Ongoing	5%
7. Organize, promote, and supervise postsecondary opportunities and events with specific attention given to the postsecondary enrollment and the financial aid processes.	Ongoing	5%
8. Provide regular communication and outreach to students and families regarding grant appropriate programming and collaborate, develop, and facilitate grant relevant activities that may take place after school or during evening hours.	Ongoing	5%
9. Perform other job related duties as assigned, including but not limited to providing transportation to and from programs/locations when necessary.	Ongoing	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor degree in education, social work, or equivalent preferred.
- Spanish language preferred, required in some areas.
- Relevant experience with the specific or identified populations as determined by the applicable grant or funding source.
- 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 preferred.

**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 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
- 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.

**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,
- 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:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Grants Coordinator	5060

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

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

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk			X	
Sit		X		
Use hands and fingers to handle and/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			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	