

Student & Family Advocate

Classification: Instructional – Non-School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position is responsible for communicating with, identifying, and coordinating services for youth and families in transition to increase student academic and social achievement.

This position works with our district's homeless and foster youth program to ensure all students receive full and equal access to public education. This includes working with students and families to provide transportation to school, advocating for students within the school system, connecting families to community resources, and collaborating with school teams/district supports to encourage student engagement.

Part II: Supervision and Controls over the Work:

Works under the supervision of a district office administrator(s) or school administrator. Work is controlled and/or guided by school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Works in collaboration with the district homeless liaison/foster program to identify students and ensure delivery of mandated services.
2. Designs and maintains intake forms to identify program participants.
3. Identifies students in need of additional support. Collaborates with families and staff to meet student and family assessed needs.

4. Monitors student progress and provides case management to students and families in McKinney-Vento/foster program as needed. Conducts home visits as required.
5. Refers students and families to appropriate community or school resources as needed. Collaborates with community service agencies and school teams to ensure broad support.
6. Develops and maintains trusting relationships between the district/school and parents/students.
7. Attends meetings at various school and community locations, traveling within the district and larger metropolitan community using own private transportation.
8. Establishes and maintains confidential records of interactions with students and families.
9. Works with a team to determine effectiveness of the program and make needed adjustments.
10. Provides families with information related to the needs of their children and acts as a resource to parents/guardians/caregivers by providing family support activities and communicating available services.
11. Supports team in conducting training to school staff on school laws as it relates to the homeless and foster student populations.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Possess a bachelor's degree.
- Possess two years of experience working with K-12 students in academic, vocational, or social programs. Additional experience may be substituted for the educational requirement.
- Ability to communicate effectively with parents, school staff, administration staff, and public.
- Ability to facilitate discussion across cultures for the purpose of understanding and resolving student, family, and school issues.
- Demonstrated knowledge of the structure, function and culture of school.
- Demonstrated ability to maintain confidences and understands student information privacy rights.
- Possess a valid state driver's license and safe driving record.

Part V: Desired Qualifications:

- Bilingual skills in a language common to the school district.
- Experience with McKinney-Vento services and foster youth systems.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.
- May be required to transport students and/or parents in personal vehicle subject to all policies and procedures of the district.