



## 9TH GRADE STUDENT ADVOCATE JOB DESCRIPTION

**JOB TITLE:** 9th Grade Student Advocate  
**REPORTS TO:** Principal of Adams City High School  
**LOCATION:** Adams City High School

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT-01  
**DAYS:** 192  
**JOB ID & DATE:** SAT-06, January 2024

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### **JOB PURPOSE SUMMARY**

Works in developing a safe and secure environment for students, staff and visitors. Works cooperatively with the administration, to proactively identify safety concerns and develop plans to address those concerns. Identifies students who are experiencing attendance obstacles and/or have been identified as truant. **This position is grant funded and the position will only be funded through May, 2024.**

### **REQUIREMENTS**

#### Education Level Details

High School Diploma or GED

#### Certification Requirements

First Aid and CPR certification or commitment to achieve certification within 60 days of hiring.

#### Work Experience Required

Three(3) years of experience working with students, and/or three (3) years of experience in military, law enforcement, school security or equivalent experience required. Combination of experience or relevant substitutions may be considered.

#### Other Skills and Abilities Required

Understanding of childhood development and behavior management is preferred.

Basic computer skills preferred.

Strong communication skills, both orally and written.

Ability to follow complex oral and written instruction.

Bilingual in English and Spanish preferred.

Cultural sensitivity.

### **KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### General

- Handles complex safety, intervention and prevention duties and special assignments, such as responding to potential student-involved crises (impending violence, safety threats, to students etc.), working with local law enforcement, investigations, and deployment of assigned staff.

- Ensures a safe and secure learning and work environment for students and employees at Adams City High School ); Work to prevent and intervene in physical altercations through engagement.
- Serves as a point of contact and communication for the assigned schools and respond to behavioral concerns accordingly.
- Assists school site Campus Safety Advocates, on appropriate approaches on how to adequately patrol and monitor all campus buildings and grounds; stop and question all students not in class during class time.
- Supervises and monitors the interior and exterior of campus facilities, during and after school to ensure the safety and welfare of students and staff and to ensure the security of the school facility and assets.
- Maintains familiarity with and enforce Student Conduct and Discipline Code, Safe Schools Handbook and other school rules and regulations.

#### Student Support

- Refers students and their families to internal and external services to best support the student and their family.
- Maintains a consistent presence in order to promote a positive rapport with students and staff.
- Provides a resource to students and staff through relationship building skills and a consistent visible presence.
- Establishes general and regular communication with students, administering both coaching and warnings to students.

#### Security

- Validates that exterior doors are secure throughout the school day.
- Assists the responding police officers and/or District personnel when outside agencies are called to the school.

#### Student Support

- Provides academic support for students to ensure they are successful in achieving academic growth and career readiness.

- Provides social emotional learning (SEL) opportunities and support in collaboration with school and district support staff.
- Collaborates with school staff to support attendance goals, including identifying causes of tardiness/absenteeism of students, collaborating on attendance plans, and implementing strategies to increase attendance rates.

Professional Standards

- Participates in training sessions, faculty meetings, and special events, as required.
- Maintains confidentiality.
- Follows district safety protocols and emergency procedures.
- Performs other job-related duties as assigned by the principal.

**SUPERVISORY RESPONSIBILITIES**

None

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in school environments including but not limited to classrooms, hallways, offices, gyms, playgrounds, athletic facilities and cafeterias. The employee may work in other locations where employees or students gather. The employee will be required to work some weekends and evenings. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_