**Student Advocate**

**Job Description**

**Reports To:** Assistant Principal for Student Services  
**Location:** BHS, WJHS, or LJHS

**GENERAL DESCRIPTION OF POSITION**
Responsible for providing guidance and advocacy to students to ensure they meet academic and behavioral requirements to move the next grade level. Responsibilities include linking students and their families to school and community resources, monitoring attendance and discipline, communicating with administration, counselors, students, and families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
1. Communicates accurately and timely with students and their families to ensure a continuous school-family partnership exists.
2. Evaluate student progress including attendance, academic, and behavioral data.
3. Coordinate with community partners to build resources.
4. Makes home visits to obtain information about students.
5. Keep accurate records of student, parent, staff, and community contacts.
6. Participate in stakeholder conferences to develop student action plans.
7. Assist with the supervision of students during instructional and non-instructional time.
8. Supports a positive school climate while interacting with students, families, staff and community members.
9. Maintain confidentiality when dealing with students, families, staff, and community members.
10. Perform moderate to extensive physical activity including frequent standing or walking.
11. Facilitate social and emotional growth with students.
12. Improve professional competence through professional development.
13. Participate in staff meetings at both site and district levels.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**
High school diploma or equivalent required, some college preferred.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**
Responsible for school provided technology.

**SUPERVISORY RESPONSIBILITIES**
None.

**COMMUNICATION SKILLS**
Ability to write reports and business correspondence; Ability to effectively present information and respond to questions from groups of managers, students, families, staff, community resources and the general public.
CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED
Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND
Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY
Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT
Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
None.
SOFTWARE SKILLS REQUIRED
Contact Management, Spreadsheet, Presentation/PowerPoint, Word Processing/Typing

PHYSICAL ACTIVITIES
The following physical activities 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 and expectations. While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, sit; and occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.