



## Job Description

Job Title: **Youth Advocate**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **September 2015**

Job Code: **080414**  
 FLSA Status: **Exempt-P**  
 Pay Range: **L03**  
 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 child with school related issues including: enrollment, scheduling, assessments, credit attainment, post secondary goal planning, and addressing barriers to success.

**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. Work collaboratively with students, parents, and staff to assess student needs and progress towards graduation attainment.	D	65%
2. Use assessment data/needs analysis and collaborate with student, parents, and staff to develop educational/postsecondary goals	Q	5%
3. Develop and monitor plan for monitoring student progress toward attainment of student's educational/postsecondary goals, and execute plan on a regular basis	Q	5%
4. Collect, maintain, and report program data for the purpose of informed decision making and grant writing process	Q	5%
5. Serve as primary internal and external contact for issues related to specific grant programs	Ongoing	5%
6. Inform and update personnel regarding policies, procedures, and services related to the education of children with specific attention given to maintaining of the identification process for each specific grant program.	Ongoing	2%
7. Attend and participate in Parent Advisory Committee meetings and related events to ensure parents understand and have access to full participation in their child's education	M	2%
8. Collaborate with outside community organizations who may be able to serve as support for students and families to increase opportunity for academic success	Ongoing	1%
9. Understand and utilize Grant Program fiscal procedures with specific attention given to grant budgets regarding appropriate/efficient use of funds	Ongoing	1%
10. Attend state and regional meetings regarding specific grant programs.	Bi-annually	1%
11. Organize, promote, and supervise postsecondary opportunities and events with specific attention given to the postsecondary enrollment process and the financial aid process	Ongoing	1%
12. Identify and contact students that have not successfully completed the education process (Out of School Youth) to determine the possibility of reenrollment or an alternative for successfully continuing/completing education process	quarterly	1%
13. Provide regular communication and outreach to families regarding culturally appropriate programming and collaborate, develop, and facilitate culturally relevant activities that may take place after school or during evening hours	Ongoing	1%
14. Perform other job related duties as assigned, including but not limited to providing transportation to and from programs/locations when necessary.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor degree in education, social work, or equivalent preferred.
- Spanish language preferred. Required in some areas.
- 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, Superintendent 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

**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 to finger, handle or feel		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x

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