



### **Asst 3 / Sped Family Advocate**

#### **Purpose Statement**

The job of Asst 3 / Sped Family Advocate is done for the purpose/s of providing support to the instructional program with specific responsibilities for enlisting parental involvement in students' educational programs; working with parents in identifying and achieving goals; accessing support services; creating training programs; and facilitating positive parent, school and student relationships.

This job is distinguished from similar jobs by the following characteristics: Important to have a knowledge of and experience with eligibility meetings, IEPs, procedural safeguards, SCRAM, eschool, and Goalview. Fluency in speaking Spanish is required.

This job reports to Instructional Facilitator

#### **Essential Functions**

- Assesses family and infant/student needs (e.g. conducts surveys, interviews, etc.) for the purpose of developing an action plan to remove barriers to child's success in school.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. program participation, contact sheets, agency referrals, etc.) for the purpose of providing required information and/or documentation.
- Participates in a variety of meetings, workshops and committees (e.g. IEPs, parent/teacher meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials for students or materials sent to parents.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans family meetings and parent involvement events (e.g. health and welfare, nutrition, counseling, etc.) for the purpose of providing for family support needs and complying with established guidelines.
- Prepares written materials (e.g. notes, memos, letters, newsletters, handouts, contact records, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides parental support in a variety of areas (e.g. health, nutrition living skills, budgeting, job skills, goal setting, etc.) for the purpose of developing plans to remove barriers to child's success in school through supporting the family in basic life skills.
- Reports suspected incidents (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) to appropriate parties (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) for the purpose of maintaining students personal health and safety and adhering to Education Code, district and/or school policies.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, community agencies, auditors, students, etc.) for the purpose of providing information and/or direction as may be required.
- Visits families in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.

#### **Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources; early childhood development and parenting skills; life skills; family support principles; and Social Work Best Practices.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with culturally diverse populations, including those with limited English proficiency; maintaining confidentiality; setting priorities; and working flexible hours.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

Lane 3