

**Inst Asst 4 / Student and Family Advocate****Purpose Statement**

The job of Inst Asst 4 / Student and Family Advocate is done for the purpose/s of providing support for the instructional program with specific responsibilities of working with families in identifying and achieving goals; accessing support services; creating training programs; facilitating positive parent, school and student relationships; monitor and provide intervention for students with truancy problems; assist with coordinating student services and child welfare programs (court, guardian, ad litem, foster parents, Children's Justice Center, youth in custody, social workers, teachers, etc.) provide services to migrant educational students; supply information to students, parents, school offices, community representatives, etc.; and assists in implementing and maintaining services within established guidelines and standards.

This job is distinguished from similar jobs by the following characteristics: Works district-wide.

This job reports to Coordinator 6 / Student and Family Advocate

Essential Functions

- Appears in adult and juvenile courts, district attorney hearings, etc. for the purpose of representing the district as the child welfare and attendance representative.
- Assists Administrators in developing program resources for the purpose of fostering community needs.
- Attends local, state and national meetings/trainings for the purpose of understanding current trends and best practice guidelines.
- Attends work regularly for the purpose of providing quality educational experiences and continuity to assigned students, parents and the overall school community.
- Collaborates in the planning, development, implementation and evaluation of the Migrant Education Program (e.g. reports, memos, letters, etc.) for the purpose of ensuring compliance with grant policies and state and federal guidelines.
- Collects and maintains all the necessary records and statistics for the purpose of compiling and reviewing data, disseminating information related to the youth and custody and truancy as required by the district, state and federal reporting procedures and time-lines.
- Conducts home visits for the purpose of distributing information, conducting interviews, assessing needs, collecting data, establishing rapport and providing supportive services.
- Conducts meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, District and/or State objectives.
- Coordinates with outside agencies, school sites, etc. for the purpose of providing program referrals to students and families.
- Files probation referrals and criminal complaints on behalf of juveniles for the purpose of complying with mandated requirements.
- Initiates phone calls for the purpose of ascertaining reason/s for absences and informing students and/or parents of provisions of compulsory attendance laws and ramifications of such.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

- Organizes directs and participates in activities and community meetings for the purpose of strengthening parent engagement with the school, enhancing the student's educational experience.
- Orients students, families and volunteers for the purpose of establishing familiarity with program services and requirements.
- Participates in school site team meetings with other staff (e.g. administrator, counselor, resource officer, trackers, social worker, gang prevention specialist, etc.) for the purpose of addressing student and family issues of concern.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written material (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to school requests for the purpose of investigating and reporting cases of child abuse and molestation.
- 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.
- Serves as liaison for the purpose of representing the District to County/State child welfare and attendance agencies.
- Supports families with equity and advocacy needs (e.g. diversity, language, 504, SEP's, IEP's., etc.) for the purpose of enhancing the students educational experience.
- Tracks student data; (e.g. grades, attendance and interventions, etc.) for the purpose of offering additional resources to students and families.
- Verifies residence of students for the purpose of processing inter- or intra-district transfer permits and proof of school enrollment and attendance for special programs.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws.; knowledge of community resources.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or 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: communicating with diverse groups; maintaining confidentiality; dealing with changing priorities; working under frequent interruptions; working as part of a team; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often 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 significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

9/22/2021

Salary Grade

Lane 4