

Students Advocate Job Description

Reports To: School Counselor

Length of Assignment: 9 months

Tour of Duty: 7:30 a.m. – 4:00 p.m., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School Board of Isna Wica Owayawa/Loneman School. Tour of duty begins and ends as stated on contract.

Employment Status: Salary/Non-Exempt

Primary purpose:

The Student Advocate works with the principal, counselor, staff, students and parents in carrying out the school's academic and behavior programs and provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social growth.

Responsibilities:

Duties of this job include, but are not limited to:

1. Work closely with the School Counselor, Family Advocate, and Principal when compiling data for student assessment
2. Establish age appropriate goals and outcomes for students on Behavior Plans
3. Maintain a chronological filing system to track referrals and behaviors on students who fail to follow student handbook rules
4. Work to empower students and provide guidance when needed
5. Work closely with Behavioral Management teams to ensure weekly therapeutic sessions are being met; weekly staffing is held; and equipment is working well (Tele-Heath)
6. Implement and utilize traditional Lakota practices and virtues when working with children struggling in school and socially
7. Complete Behavior Plan with family and student.
8. Serves as a resource to staff regarding student management issues.
9. Develops and administers disciplinary procedures in accordance with school policies, tribal and state laws
10. Receives referrals and confers with students, parents, teachers, and local and State resources for least restrictive services.
11. Manage student documentation of student behavior (with resolution) through NASIS.
12. Work with OST Child Protection Services to ensure maltreatment of children is being reported in a timely manner.

13. Compile, analyze, and share student discipline data regularly and use that data to make sound decisions.
14. Work collectively with Mental Health agencies for follow up, referrals, and documented progress of students
15. Participates in Faculty Committee's and sponsorship of student and community activities
16. Demonstrates regular attendance punctuality
17. Performs other duties as assigned

Qualifications:

- A Bachelor's Degree in Social Work, Human Services, or related field
- Must have a valid South Dakota Driver license
- Must take and pass Alcohol/Drug test
- Must complete Tribal, State, and Federal background check
- Must be flexible as duties are subject to change
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.