

Job Title: Student Support Advocate
Reports to: Director of Assessment & Student Support Services
Work Schedule: 7.50 hours per day, 180 days per year
Salary: Salary Schedule #06 – D – Non-Represented 5

Job Summary:

The Student Support Advocate will provide case management services, which is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet a student's and family's comprehensive health needs. This shall be accomplished through communication and connection to available resources to reduce risk factors and increase protective factors for each student.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Works with at-risk students and families, as well as relevant school staff and community resources, to provide meaningful, positive, and sustainable interventions
- Collaborates with building staff to identify at-risk students as defined by poor academic progress, poor attendance, resource needs, and other related criteria
- Meets with students and families to identify and fully understand the issues impacting student performance at school
- Implements programs involving students, families, community resources, and relevant staff as appropriate to address issues
- Develops systems for data collection and record keeping to document progress of services while adhering to reporting requirements and use of County-provided database and data collection tools
- Provide year-round student support services including meaningful student services during winter, spring, and summer breaks
- Monitor phone line for services needed
- Participates in relevant training as appropriate and as required
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to effectively work with at-risk students and families
- Knowledge of local community resources and social service support systems
- Proven ability to provide case management to meet short-term behavioral health and basic resource needs

Minimum Qualifications:

- Bachelor's degree in social work, psychology, or equivalent work experience in social services or other related field required
- Master's degree in social services preferred
- Prior experience working with a social service or community resource provider preferred
- Prior experience working in the public school system preferred
- Valid Washington State driver's license maintained for length of employment and evidence of mobility
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Director of Assessment & Student Support Services and/or Building Principal pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

Job description developed June, 2017.

Job description revised June, 2018.