



EDUStaff Posting

Posting Date: October 22, 2020

End Date: November 5, 2020

Job Title: Youth Safety Advocate

Hourly Rate: \$16.86

Location: Moon Elementary

Available: Anticipated position with start date TBD

Dates: TBD – 6/04/2021

Hours: Mon-Fri 7:45 a.m. - 4:15 p.m. (8.00 hours per day)

Please apply online at www.edustaff.org

- Scroll down the left side menu and click on AppliTrack Openings
- Submit an application

EDUStaff anticipates a long-term assignment for a Youth Safety Advocate within Muskegon Public Schools at Moon Elementary.

The Youth Safety Advocate works as a member of the building student support team to promote positive student behavior throughout the school. Demonstrated human relations skills, excellent communication skills, attendance, and punctuality are required. Must possess the ability to interact with students, parents, staff, and community in a tactful and courteous manner and also be able to work in a diverse environment and participate as a member of the team.

EDUCATION:

Associates degree or higher degree including related college course work preferred; or have completed 60 semester hours, or achieved a minimum ETS Paraprofessional Assessment score of 460, or achieved minimum WorkKeys test scores of: (4) Reading, (4) Math, and (3) Writing.

QUALIFICATIONS:

- Supervise all unstructured times of students including before and after school, lunches, recess and passing time.
- Provide support to teachers with non-compliant students as needed.
- Assist with loading and unloading of all busses. Provide assistance to bus drivers as needed.
- Address all visitors and direct walk-in traffic to the main office.
- Investigate and report all incidents related to building safety and security.
- Provide security at school athletic events, parent teacher conferences, graduation and other school related functions as authorized and directed.
- Provide regular updates to Administration regarding student related issues.
- Employee will be trained in Be Nice program and will conduct support groups during lunch period for identified students.
- Employee will be given a cohort of 25 students with behavior or attendance issues and be expected to check-in with students throughout the school day, provide recognition and rewards when needed and communicate with parents/guardians when necessary. Home visits are expected.
- Participate in training programs as needed.
- Employee is expected to be in constant motion during the day by walking through the hallways and preventing inappropriate student behavior.
- Employee will limit time in school offices, unless directly conducting student, teacher, parent, or administrative business.

- Employee will document their job approved responsibilities daily and turn in documentation to the Office of Instructional Services. This position is a grant-funded position and the employee is expected to follow only the assigned job duties.
- Maintain daily activity log.
- Other duties as assigned.

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