



## JOB DESCRIPTION

SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b><u>Position / Title:</u></b> Student Success Advocate	
<b><u>Bargaining Unit:</u></b> NON-UNION	<b><u>Department/Location:</u></b> Office of Schools
<b><u>Work Days:</u></b> 188	<b><u>Reports To:</u></b> Building Principal or Designee
<b><u>JD Revision Date:</u></b> 4/14/2023	<b><u>Supervises:</u></b> N/A

### Function / Position Summary

As a part of the Culture and Climate team, the Student Success Advocate builds positive and proactive relationships with students and families, providing mentoring support to individual or groups of students as well as promotes and facilitates a sustainable, safe, secure, and nurturing school learning environment that enables the academic, social, and emotional needs of all students. Connects students and families with resources they need to be successful in school and addressing barriers to school attendance. Utilize the school as a welcoming center, inspiring student, family, and community engagement. Direct student population in designated areas as assigned with the primary focus being student, staff, and building order and security. Maintain confidentiality of student and staff information in the school and in the community.

### Job Duties / Responsibilities

- Maintains contact with assigned students on a regular basis to ensure student engagement in school.
- Track students' grades, attendance, and behavior on a weekly basis.
- Use data to identify student needs and intervene as necessary to ensure student success.
- Meet monthly to collaborate with school counselors to ensure student success.
- Participate in events in order to meet and establish rapport with students and parents.
- Interact with students, staff, and families in a professional manner, communicating precisely, and with clarity in all situations.
- Implement district and school regulations and policy, including dress code enforcement, ID compliance, student and visitor building escorting, and pass privileges.
- Responsible for monitoring student behavior in the halls, cafeteria, classrooms, campus, and extracurricular programs and events as assigned.
- Take precaution to protect students, staff, and school building using district guidelines regarding emergency response management, conflict resolution, and crisis intervention.
- Assist administration with student behavior investigations and staff consultations.
- Other duties as assigned.

### Education

- High school diploma or equivalent
- CPI Basic training (preferred)
- Mentor training (preferred)
- CPR / AED certification (preferred)
- Bilingual Spanish/English (written & verbal) preferred

### Experience / Knowledge



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- Excellent communication and public relations skills (required)
- Must relate well with students.
- Ability to work on multiple tasks.
- Ability to track, monitor, and report performance.
- Previous experience in security/conflict resolution in an educational setting (preferred).

**Physical Demands**

- Ability to sit, stand, and walk for extended periods of time.
- Must be able to work indoors and outside, as assignment requires.

**Terms of Employment**

- Non-union 188-day count calendar position.
- Flexibility in working hours (including evenings and occasional weekends) is a requirement.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_