

Arlington School District No. 16
Job Description

JOB TITLE: Student Support Advocate

CLASSIFICATION:	Classified
LOCATION:	Secondary Schools
REPORTS TO:	Director of College and Career Readiness
HOURS:	8 hours per day, 190 days per year
SALARY:	Per PSE Schedule A

SUMMARY: The Student Support Advocate Program is county-funded to provide case management and connections to community services to Tier 2 and Tier 3 students and families in order to orchestrate meaningful, positive, and sustainable academic, behavioral, and social interventions. Bilingual in Spanish and English preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Collaborates with secondary school staff to identify students needing support as defined by poor academic progress, poor attendance, and other related criteria.
- Meets with students and families to identify and fully understand the issues impacting the student's progress in school.
- Develops effective prevention and intervention strategies and techniques designed to result in better academic progress, improved school attendance, and overall appropriate school and life actions.
- Implements programs involving students, families, community resources, and relevant staff as appropriate to address needs.
- Identifies family needs not being served; identifies and develops strategies to overcome barriers that prevent families from utilizing existing resources.
- Acts as liaison with community agencies, promoting on-site collaboration.
- Makes referrals to community agencies for families; develops procedures for family self-referral to health and social services.
- Provides case management, including crisis management.
- Facilitates substance abuse prevention/intervention services.
- Documents progress of services; evaluates effectiveness of the program according to specific goals using the data collected. Establishes baseline data for students served; collects relevant data after interventions; and reports results as directed at school and district levels.
- Participates in collaborative meetings within the school and district, and outside the district to be able to better serve the needs of students and their families.
- Participates in relevant training as appropriate.
- Promotes and practice professional growth and development.
- Knows and complies with district policies.
- Ability to effectively communicate and collaborate respectfully.
- Communicating in Spanish verbally and in writing, including the ability to translate documents from English to Spanish may be required.
- Monitors students in a variety of settings before, during, or after school.
- Uses effective strategies to resolve issues, relate to all students in a positive manner.
- Practices ethical and professional standards of conduct, including the requirements of confidentiality regarding student, family and personnel information.
- Performs other related duties as required or assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

BA or BS or higher in Social Work, Psychology, or equivalent work experience in social services or another related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

LANGUAGE SKILLS:

Ability to read and interpret documents such as plans, reports and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively to administration, staff and students

Ability to effectively present information and respond to questions from staff, students, and parents

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

OTHER SKILLS AND ABILITIES:

- Ability to function as a team member
- Flexibility in scheduling duties
- Ability to practice ethical and professional standards of conduct
- Ability to know and follow health, safety and emergency procedures of the district
- Skill in organizing tasks and duties
- Ability to maintain confidentiality
- Ability to maintain a positive attitude at all times
- Ability to communicate effectively with coworkers, staff, parents and the public both verbally and in writing

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, kneel, and use hands to handle, finger, or feel objects, tools, or controls. The employee will occasionally bend or twist at the neck and trunk, reach with hands and arms, stoop, kneel or crouch, and may lift and/or move objects weighing up to 30 pounds. Successful performance requires specific vision abilities that include close vision, distance vision and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no unusual environmental conditions. Duties performed both inside and outside. Typically, the noise level in the work environment is moderate. The employee has direct responsibility for the safety and well-being of others.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

November 2021