

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: STUDENT AND FAMILY ADVOCATE - ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the supervision of the principal or designee, coordinate with multiple services and agencies to improve the wellbeing of students and families by providing support for such issues as persistently low academic achievement, poverty, unemployment, pregnant/parenting teens, and drug or alcohol dependency; assist a certificated teacher in reinforcing academic instruction to individuals or small groups of students in a classroom or other learning environment; assist students and families with accessing resources to meet academic and personal needs.

REPRESENTATIVE DUTIES:

Provide support to students to improve their well-being and academic achievement; provide access to support services for families with various issues such as poverty, unemployment, pregnant/parenting teens, and drug or alcohol related issues. **E**

Assist instruction of individuals and small groups of students, reinforcing lesson content as directed by the teacher including monitoring and overseeing student assignments in various subjects, providing individual instructional assistance to students as directed, explaining and remediating errors. **E**

Assist students with a variety of instructional activities including small group and computer-assisted instruction in all academic subject areas, assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drills conducted according to approved procedures, maintain records to report progress monitoring student performance and behavior as required. **E**

Assist families with school-related issues: establish and maintain regular contact with families to monitor student needs and achievement, identify issues and coordinate support in times of crisis, assist families in participating in the development of student goals, assist in identifying and accessing appropriate resources to resolve issues and strengthen the well-being of families. **E**

Communicate with families, teachers, department staff members and others to assess the needs of families, facilitate referrals, exchange information, and resolve issues and concerns. **E**

Attend and participate in assigned training, conferences and meetings; operate a vehicle to travel to various destinations as assigned. **E**

Perform a variety of clerical duties maintaining various records and files; organize and prepare materials to assist student learning. Operate standard office equipment, including a computer and assigned software. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Content of basic subjects taught in district schools, including mathematics, grammar, spelling, language and reading.
Basic child guidance principles and practices.
Basic instructional methods and techniques.
Crisis intervention techniques.
Telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping techniques.
Operation of standard office equipment, including a computer and assigned software.

ABILITY TO:

Provide access to support services to families with various issues.
Reinforce instruction to individual or small groups of students and children as directed by the teacher.
Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.
Work effectively with individuals of various socioeconomic and cultural backgrounds.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Prepare and maintain records and reports.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
See to read a variety of materials.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to reach various materials.
Ability to work cooperatively with staff, students, parents and community.
Ability to exercise good judgment and tact.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school graduation and one year of experience in an educational or community agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and assist students in instructional activities

Dexterity of hands and fingers to operate a variety of instructional equipment
Sitting or standing for extended periods of time
Bending at the waist, kneeling or crouching to assist students with activities
Seeing to read a variety of materials
Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Driving a vehicle to various sites and meetings
Lift and carry objects weighing up to 25 pounds

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Working directly with juvenile offenders
Subject to physical harm and contact with abusive individuals

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 736

Approval Date: August 2018