

**Student Advocate (High School)**  
Position Reports To: Student Advocacy Coordinator

## THE COMMUNITY EDUCATION BUILDING

The Community Education Building (CEB) is a nonprofit organization that envisions a world where families thrive, and students succeed regardless of their race or zip code. An innovative co-location and shared services model focused on supporting the entire family, CEB offers vibrant programs and support systems that provide a sound foundation for each student. It serves as a hub for families by offering services such as healthy meals, life coaches, and mental health services. This model leads to deeper family engagement in their child's learning and allows schools to focus on teaching and learning, not operations and overhead. Serving over 1,500 students of color attending school in Wilmington's central business, CEB is an educational ecosystem that holistically integrates programs and resources for students and their families, ensuring that every student has an equitable opportunity to succeed.

## POSITION SUMMARY

The Student Advocate at the Community Education Building (CEB) is responsible for monitoring the progress of High School and Middle School students assigned to their caseload through regular contact and collaboration with the student, caregivers, school staff, and all other stakeholders (including enrichment educators, mentors etc.). This is a full-time position with full benefits and parking.

## PERSONAL TRAITS AND STRENGTHS

1. Excellent communication and people skills
2. Highly Organized
3. Self-Motivated
4. Ability to work effectively with partnering agencies, volunteers, parents, and school staff
5. Ability to think logically with excellent attention to detail
6. Service-oriented mindset
7. Team builder
8. Flexible
9. Ability to manage multiple tasks simultaneously to consistently meet timeframes and deadlines
10. Willing to assume responsibility without direct supervision and exercise sound judgment
11. Willing to work flexible hours when necessary and consistently on time

## KEY ROLES AND RESPONSIBILITIES

The Student Advocate's key responsibilities include the following areas and may be changed at any time based on the needs and initiatives:

1. Promote academic, social, and personal success for 20-30 students.
2. Develop individualized action plans with students to help them achieve academic, social, and personal success in mastery areas.
3. Support students in monitoring and demonstrating their growth through their mastery profile transcript.
4. Schedule school visits and meet with guidance counselors, teachers, and caregivers to discuss student academic progress.
5. Distribute and review bi-weekly progress reports.
6. Schedule weekly advisement/counseling sessions with students.
7. Develop and deliver small group workshops and seminars related to graduate aims/mastery areas.
8. Draft case notes to document student progress and maintain student files.
9. Encourage and support the involvement of caregivers and other adult mentors to promote student success.
10. Organizes, maintains, and continually update career plans and college information center with resources including information on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest and resources to staff, students, parents.
11. Communicates with college personnel to establish a productive relationship and to exchange information and resolve issues or concerns involving any aspect of the college admission process.
12. Communicates in groups and individual student/parent meetings on academic compliance issues, college admissions, and post-secondary planning.
13. Attends meetings, conferences and seminars regarding career trends, college entrance and financial aid and standardized college admission testing
14. Address special needs of economically disadvantaged students, or other populations) by keeping up to date on programs and resources designed specifically for these students and ensuring that the students are aware of them.
15. Provides information concerning college entrance examinations, assists students with applications and scheduling and distributes test results.
16. Disseminates information about jobs and mentoring programs. Initiates relationships between students and community merchants. Promotes teen hiring and mentoring programs.
17. Works collaboratively with Guidance Assistant Principal and Guidance Counselors to provide service to students and parents.
18. In collaboration with the College and Career Advisor from all sites, organizes and runs a District-Wide College Information Night.

This position description is not intended to be all-inclusive, and the successful candidate should expect to perform related duties as assigned by the supervisor.

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## EDUCATION AND QUALIFICATIONS

- Bachelor's Degree
- Minimum 3 years' experience in similar positions or comparable training
- Highly proficient with Microsoft Office suite
- Must pass criminal background check
- Must have the ability and genuine interest to learn new systems and technologies
- Good reading comprehension
- Ability to get to and from work reliably
- Bilingual Spanish/English - Preferred

## EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

## TO APPLY

Please email a cover letter and resume to Cathy Emerson at [cemerson@cebde.org](mailto:cemerson@cebde.org) with the subject line "Student Advocate (High School)."

