
Student Advocate K-1

Position Reports to: [Elementary Advocacy Lead](#)

POSITION SUMMARY

The Student Advocate at the Community Education Building (CEB) is responsible for supporting and monitoring the SEL and academic growth of early elementary school students assigned to their cohort through regular contact and collaboration with the student, caregivers, school staff, and all other stakeholders (including enrichment educators, mentors etc.). The K-1 Student Advocate also assists heavily with caregiver/family coaching to support caregivers in developing vital school connections, integrating active parenting practice, and supporting their child with developing strong habits of success; and supporting with learning at home. As an advocate, they support parents and caregivers with achieving their own goals and accessing resources.

This is a 30-hour per week position with benefits and parking.

PERSONAL TRAITS AND STRENGTHS

1. Excellent interpersonal, organizational and advocacy skills. The ability to balance an empathetic and progressive bond with students, families, and other stakeholders.
2. Demonstrated sensitivity, tact, and professionalism in working with families from diverse cultural and socio-economic backgrounds
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:

- Maintain and develop parent involvement for all students
- Promote academic, social, and personal success for 20 students working with K-1 teachers and staff, in classroom and OST.
- Support students with developing and achieving age appropriate daily and weekly SMART goals.
- Work with stakeholders to develop and activate individualized action plans to help them achieve academic, social, and personal growth and success to grade level readiness.
- Schedule school visits and meet with guidance counselors, teachers, and caregivers to discuss student academic progress.

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- Draft case notes to document student progress and maintain student files & create and distribute and review progress reports.
 - Co-create and facilitate small group interactive and arts bases workshops with students to support numeracy, literacy development and the development of age-appropriate habits of success and life readiness.
 - Act as liaison between parents and family resource support and family education programs (FAM programs)
 - Help facilitate a structured intervention program for our most remedial students
 - Conduct home visits when needed organized around individualized parents and teachers (FAM) lesson plans, case management, and support
 - Working with Family Services Director and Counselors, complete family needs assessments to identify the needs, existing strengths/resources of families and their preferred goals. Utilize this information to establish individualized action plans that can be monitored and encouraged throughout the family's participation in the FAM program.
 - Participate in student success meetings and all other meetings relevant to K-1 student academic and SEL progress.
 - Conduct surveys and other assessments for program continuous improvement
 - **Support with building and maintaining parent committee for advocacy and PTA**
 - Participate in training and professional development activities as assigned
 - Perform other duties as assigned.

Breakdown of Responsibilities:**Daily**

- 1:1 Smart Goal Setting (up to 20 students –may not see all students each day, but ideal to set a daily goal with each student – using journal)
- Case Note maintenance
- Attending stakeholder meetings
- Classroom participation and supports

Weekly

- Supervisor check-ins
- Case notes in Apricot
- CREW - SEL/Habits of Success Small Group
- Library rotation – Numeracy and Literacy
- Afterschool program - SEL and Life Skill Lessons Facilitation
- Stakeholder conferences
- Parent Check-Ins (may include home visits) (parents to determine cadence)
- May include resource connections

Bi-weekly, Monthly

- Progress report (case notes)
- Coordinating partner workshops – read aloud, trips etc.

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- FAM participation and support
 - FAM Kinder class facilitation – Saturdays
 - Newsletter contribution

Quarterly

- Action planning (based on grades, progress toward goals, family needs assessment)
- Support with parent teacher conferencing as needed (may include attending)

Other/Ongoing

- Delving into Data sessions (trends and growth reporting at PDS),
- Summer program planning and support
- Attendance at school events and meetings
- ongoing program marketing
- Training and development
- Team and stakeholder meetings.

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.

EDUCATION AND QUALIFICATIONS

- Bachelor's Degree in Early Childhood Development, Early Childhood Education, or a related field (i.e., Social Work, Psychology, Special Education, etc.). CDA (Childhood Development Associate) a plus.
- Excellent interpersonal, organizational and advocacy skills. The ability to balance an empathetic and progressive coaching bond with families.
- Prior professional home visiting experience preferred
- Familiarity with the Wilmington community, local resources and resident populations preferred
- Bi-lingual (Spanish/French) applicants are encouraged to apply
- Must pass criminal background check
- Must have the ability and genuine interest to learn new systems and technologies
- Ability to get to and from work reliably

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 with the subject line "Student Advocate K-1".