

Student Advocate

Position Reports To: Student Services Manager

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 the 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.

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
- 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 Laura Johnson at ljohnson@cebde.org with the subject line "Student Advocate."

