

Cape Girardeau Public School District No. 63
Job Description

Job Title: Student Advocate

Terms of Employment: 10-month contract; 96 days, Hours: Day and/or evening classes (3.5 hours/3 days a week)

FLSA Status: Non-Exempt

Reports To: Adult Education & Literacy Program Coordinator

Brief Description of Position:

The student advocate will work in collaboration with community partners to implement an integrated, job-driven public workforce system that links AEL students to access employment, education/training, and/or support services that lead to industry-recognized post-secondary credentials and employment. There will be an extensive amount of traveling to the Missouri southeast region.

Required Qualifications:

- High school or equivalent
- Experience working with diverse populations with varying beliefs
- Ability to work independently with minimal supervision
- Ability to manage a multi-level adult classroom
- Effective oral and written skills
- Comfortable with the use of technology in the classroom
- working knowledge of Microsoft Office programs including Word, Excel, and PowerPoint

Preferred Qualifications:

- Bachelor's degree or higher
- Experience with at-risk students

Essential Functions and Duties:

- Advocates for adults returning to school facing multiple life challenges.
- Integrate the intake and case management process for students identified by their classroom teachers at risk for dropping out of program
- Meet weekly or as needed with those students to prepare an action plan that addresses barriers and identifies support services.
- Promote retention in AEL programs
- Works with coordinator in promoting AEL within community.
- Models successful working habits and goal setting for students.

- Promotes student transitions to post-secondary and/or training
- Establishes a trusting, comfortable environment that fosters learning.
- Develops and maintains a supportive relationship with colleagues.
- Meets established timelines and completes paperwork accurately and on-time.

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: June 9, 2020