

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

ADVOCATE -- MIGRANT SUPPORT RESOURCE, SECONDARY

JOB DESCRIPTION

JOB CODE: 610230 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 26
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) Associate's Degree from an approved accredited educational institution.
- (2) Minimum of three (3) years successful experience in school, guidance or social services.
- (3) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of the Title I Migrant Education Program and needs of migrant students in grades 9-12. Knowledge of community agencies that can provide assistance to target families. Ability to collect and maintain data. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with migrant students and parents, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Supervisor I -- Migrant Education

JOB GOAL

To identify and recruit migrant families and provide effective assistance for secondary students through the Migrant Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Work with school personnel and agencies as an advocate for at-risk students.
- *(2) Work with school personnel to monitor student progress.
- *(3) Collaborate with school personnel to promote and support student achievement and secure post-secondary opportunities.
- *(4) Serve as a facilitator for credit accrual programs.
- *(5) Serve as a mentor.
- *(6) Maintain and record student data.
- *(7) Assist in placement of student in special projects conducted by the State.
- *(8) Maintain a close working relationship with school personnel to exchange information and coordinate efforts that promote student achievement and secure post-secondary opportunities.
- *(9) Maintain daily vehicle logs.
- *(10) Serve on school/district committees, as required or appropriate.
- *(11) Adhere to applicable safety standards.
- *(12) Attend all staff meetings and workshops.
- *(13) Assist with maintaining a clean and orderly environment.

ADVOCATE -- MIGRANT SUPPORT RESOURCE, SECONDARY (Continued)

- *(14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(15) Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
- *(16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(17) Demonstrate initiative in the performance of assigned responsibilities.
- *(18) Demonstrate support for the school district and its goals and priorities.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Follow attendance, punctuality and proper dress rules.
- *(21) Maintain confidentiality regarding school/workplace matters.
- *(22) Maintain expertise in assigned area.
- *(23) Model and maintain high ethical standards.
- *(24) Participate in cross-training activities, as required.
- *(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(27) Prepare all required reports and maintain updated and accurate records.
- *(28) Represent the District in a positive and professional manner.
- *(29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- *(31) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted 8/2/11