

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Family Advocate	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1590	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Integrated Support Services	SALARY:	Range 42 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	08-18-03
		HR REVISION:	04-26-12

BASIC FUNCTION:

Perform intensive family-oriented support duties within the context of a multidisciplinary team, and ensure that students are in school, healthy, and ready to learn in a safe school environment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide and/or assist in providing holistic support for students and families of diverse cultures and ethnic backgrounds. **E**

Provide service coordination in conjunction with the family support team model for children age 0-18 years; work with the family support team to do assessments, linking, monitoring, evaluation, and service coordination planning. **E**

Work collaboratively with academic and learning support staff to identify students' needs for education, health, social services, and other support resources. **E**

Collaborate with community organizations to support students and families; work with community-based service providers to identify needs and determine service coordination plans. **E**

Assist students and families in accessing school and community services by providing instruction in self-advocacy, including completion of complex forms and applications. **E**

Assist with the implementation and instruction of child abuse prevention programs. **E**

Expand parent involvement in school programs and activities by enhancing community awareness, parent volunteer services, parent education programs, and neighborhood development projects. **E**

Provide mentoring and tutoring support for students and families, as needed; work directly with after school programs to align mentoring and tutoring services with classroom work. **E**

Conduct home visits to determine fundamental needs of the family and environment; visit shelters; provide bus stickers. **E**

Serve as a liaison between the district and various community agencies, such as the Department of Human Assistance, Child Protection Services, law enforcement, Probation and Welfare Fraud, Juvenile Hall, etc. **E**

Participate in various school/district committees and meetings. **E**

Facilitate the Student Attendance Review Team (SART) hearings; provide information for the School Attendance Review Board (SARB); attend Student Study Team (SST) and Individual Education Plan (IEP) meetings; assist the Hearing Officers, attend hearings, and provide feedback. **E**

Assist with the implementation of school site safety plans. **E**

Assist with the organization of school/community events and training in school-wide prevention (drug, alcohol, tobacco, and violence), community capacity building, service coordination, cultural competency, etc. **E**

Maintain accurate and up-to-date computer-based documentation of services provided and outcomes achieved; participate in data gathering and evaluation to evaluate service coordination and overall services delivery; provide data to state and federal agencies. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned; lift light objects.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, three years of experience in a public/private school, public agency, or community based organization, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant. Advanced degree in social service field preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding50 Correct WPM
Word..... 75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds represented in the school district.

Basic principles of service coordination.

Policies and objectives of assigned program and activities.

Community resources.

Applicable sections of the State Education Code and other applicable rules, regulations, and laws.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

Oral, written, and public speaking skills.

Operation of a computer and related software.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Use a database system.

Listen to students with patience and understanding.

Work in a multidisciplinary team.

Operate a computer and related software to maintain records and prepare reports.

Communicate effectively, both orally and in writing.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Establish and maintain cooperative and effective working relationships with others.
 Lift light objects according to safety regulations.
 Analyze situations accurately, and adopt an effective course of action.
 Prepare and deliver presentations.
 Work effectively with constant interruptions.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, homes of families, and outdoor environment; constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals; exposure to health and safety hazards.

(Consistent with the No Child Left Behind Act of 2001 and other related legislation.)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date