

CHILD/FAMILY ADVOCATE



Reports to: Building Administrator
Salary Schedule: B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. PSE
EEO Class: Level 5
Revised/Reviewed Date: January 2019

SUMMARY:

Develop an outreach program to promote parent and student involvement in education and school/community activities. Will partner with counselors, teachers, administrators and family advocates to foster home-school partnerships. Facilitate building and district parent advisory groups. Establish on-going, regular communication with school staff, home-school communication and promote home and school support relationships. Provide family advocacy at middle school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in partnerships with counselors, teachers, building and district administration, and other child/family advocates in the coordination and facilitation of building based parent groups and activities, as well as district-level parent advisory groups, parent educational and family activities.
- Support building administration with parent conferences pertaining to attendance and discipline.
- Work with other programs to engage parents and students with their respective schools.
- Assist with district-wide parent education and training, student/parent leadership conferences and training.
- Attend interagency meetings and Spanish radio station to establish two-way communication between community and schools.
- Develop parent volunteers for buildings and involve them in Migrant/Bilingual PAC to plan, implement and evaluate programs.
- Home visits, case management services, interpreting and translating, as requested by building principals.
- Work collaboratively with building PTA's as needed.
- Engage community resources on behalf of students and families.
- Help to develop and support extra-curricular activities for students at the school sites.

- Collect and organize data as needed for compliance and accountability and work with district records clerk to report monthly service log.
- Assist in recruiting students for summer school and Migrant Summer Academies
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent.
- AA Degree or higher.
- Elementary school experience preferred.
- Bilingual, bicultural, biliterate (English/Spanish) required.
- Ability to work with students and families of diverse linguistic and cultural backgrounds.
- Personal transportation and ability to travel in Washington State.
- Ability to work evenings as required.
- Valid Washington State driver license.
- Excellent organizational skills.
- Possess excellent grammar, spelling and punctuation skills.
- Excellent human relations skills and an understanding of student behavior.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830,

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have good knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the workplace, while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands/fingers to hold, handle, grasp, type, or feel; reach with hands and arms; push and pull; use other senses to talk, hear, and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages, as well as parents and staff. Employees in this position may encounter stressful situations where a professional attitude will be required. Multi-tasking is essential, as deadlines and frequent interruptions are common.

