



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Career Advocate**  
Job Family: **Licensed**  
Prepared/Revised Date: **August 2, 2018**

FLSA Status: **Exempt**  
Pay Range: **T Salary Schedule**  
Job Code: **33528**

**SUMMARY:** At the direction of the site principals and district administrator, and in collaboration with site school counselors, provide support to 11<sup>th</sup> and 12<sup>th</sup> grade students and their families to promote access to, and assist with the affordability of, post-secondary education options. Serve as advisor, mentor, resource, and case manager to cohorts of students in individual and group settings. Plan and host family events regarding post-secondary education options including procedures and strategies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS
1. Manage student caseload to help ensure retention and grade promotion. Conduct one-on-one and small group advising sessions with targeted students. Monitor academic progress regularly. Set up and monitor early interventions for student success. Communicate students' progress, needs, and eligibility with parents and other staff as needed.
2. Facilitate college readiness, study skills, and career exploration workshops and assist students in building a college portfolio which will guide them through the college admission application process including financial aid. Document progress/benchmarks through Career Cruising and student ICAP.
3. Collaborate with schools to create and develop a strong post-secondary outlook and culture by providing college awareness and exposure and setting high expectations. Serve as a resource for financial aid, scholarships, and post-secondary education information to students, staff, and parents.
4. Network and develop partnerships with post-secondary institutions to build sustainability and support programs to provide students with post-secondary exposure and experience to help ease the transition from high school to college.
5. Coordinate, facilitate, and monitor academic and/or enrichment summer opportunities for students. Facilitate family engagement events during school year and summer to provide information regarding college applications and resources, FAFSA, career pathways and concurrent enrollment.
6. Participate in off-site college visits, fairs, job shadows, and community service projects. Arrange college visits for student groups.
7. Manage grant budget, expense reporting, and grant reporting. Enter data regularly and accurately and conduct or participate in surveys and interviews as needed.
8. Develop, plan, prepare, and facilitate professional development opportunities.
9. Create an environment which maximizes instructional opportunity, supervise the behavior and well-being of students in the classroom and all educational settings, and administer discipline when appropriate.
10. Provide research, tools, and resources to support school MTSS and other student support efforts.
11. Collaborate: a. With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes. b. With colleagues in team and building-based meetings and discussions.



12. Demonstrate a commitment to: a. Understand, appreciate, and make accommodations for student diversity. b. Include and engage families in the student's education. c. Support all Poudre School District policies, procedures, and expectations. d. Provide personal and professional excellence.
13. Participate in: a. Department, team, building, and district meetings and discussions. b. Student and/or family conferences and other meetings. c. Social, cultural, interscholastic, and extracurricular activities. d. Professional growth opportunities.
14. Attend work and arrive in a timely manner.
15. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree with proper educator licensure program required. Counseling degree and CTE credential preferred.
- Experience instructing students in a classroom setting required.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teaching or special service provider license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.



**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	