



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Graduation Advocate – Poudre High School** FLSA Status: **Non-Exempt**  
 Job Family: **Program Specialists** Pay Range: **PS15H**  
 Prepared/Revised Date: **August 19, 2015** Job Code: **40536**

**SUMMARY:** Act as a liaison and facilitator for secondary students to complete high school and pursue postsecondary education. Collaborate with families, school staff and community partners to support student with school related issues including credit attainment, postsecondary goal planning and addressing barriers to academic success.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Improve the educational experience of at-risk students by building relationships with students and working collaboratively with parents and staff to assess student needs and progress towards graduation.	D	50%
2. Work with counselors, deans of students, family liaison, social worker and other staff members to provide support for students at-risk for not graduating.	D	10%
3. Provide support, direction and resources for students and families in need of educational services. Collaborate with outside community organizations to support student and families to increase opportunity for academic success.	D	10%
4. Monitor grades, credits earned and other educational concerns.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Use assessment data/needs analysis and collaborate with students, parents and staff to develop postsecondary educational goals.	W	5%
7. Support credit recovery online programming for students.	W	5%
8. Conduct home visits.	M	5%
9. Maintain all required records, forms and files.	M	5%
10. Attend pre-service/in-service/training sessions for professional development.	Q	1%
11. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in education, social work, or related field
- Two to three years of related experience
- Experience working with at-risk and culturally diverse populations and mentoring and advising students related to academic achievement preferred

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license



**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Bilingual oral and written communication skills in Spanish and English strongly preferred
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to conduct home visits when required
- Ability to interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational background
- Knowledge of community resources related to students, families and academic support
- 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, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

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

- Responsible for supervising the behavior and well-being of students in and out of classroom.

**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 feed			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			



<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	