

**BURLINGTON COMMUNITY SCHOOL DISTRICT**  
**POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title: Student Success Advocate

FLSA Status: Exempt

Reports to: Principal

Days: 190

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**QUALIFICATIONS**

Requires the following (or equivalent qualifications):

- BA/BS Degree in related field
- Five years of successful teaching or experience working with and relating to middle/high school level students including supervisor experience
- Demonstrated ability in human relations including team building and conflict resolution
- Demonstrated ability in providing effective student advocacy programs, including conducting needs assessments, goal writing, and developing action plans for student success
- Demonstrated ability to relate effectively to colleagues and community
- Demonstrated ability to develop relationships with students' families and community agencies

**POSITION PURPOSE**

To work in partnership with principal and teaching teams in collaboration with student, home, and community to provide a safe teaching and learning environment in which staff can deliver appropriate educational programs (for student) and students can demonstrate good citizenship and academic success. The Outreach Coordinator position is a non-administrative position.

**PERFORMANCE ACCOUNTABILITIES**

- Help in the identification of high risk students from the general population of students in the middle school setting.
- Aid in communicating and maintaining citizenship standards required for a safe teaching and learning environment.
- Help to resolve student discipline problems, assist in the administration of the Student Code of Conduct, and assist in the maintenance of student discipline records.
- Establish effective communication with student, parents, and staff regarding attendance, academic achievement, citizenship, family relationships and other problems.
- Encourage and coach students to set and maintain standards of behavior required for success at school and in the community.
- Employ a variety of techniques and strategies to promote success at school, home, and at work including personal education plans and intervention checks.
- Work with staff, students, parents, and community on matters regarding student excessive absenteeism and truancy.
- Assist the school community in providing an effective educational experience for all students in their building.
- Work with school and community agencies to develop mentoring opportunities.
- Work one-on-one and in small groups with students regarding academic achievement, career education, discipline, citizenship, and personal matters.
- Work in collaboration with community agencies, including Family Health Services, Department of Human Services, law enforcement officials, and juvenile justice officials, regarding school/student related situations.
- Perform other duties as assigned.

### **SKILLS AND ABILITIES**

Excellent organizational and problem-solving skills. Proven skills such as planning, organizing, and coordinating. Ability to relate positively with staff, parents and students. Demonstrated ability to produce results through previous assignments. Demonstrated leadership skills. Excellent human relations skills, verbal and written communications skills, including ability to make presentations. Ability to establish and maintain a favorable working atmosphere. Knowledge of state and federal statutes as it relates to education. Knowledge of technology as it relates to education.

### **PHYSICAL, MENTAL, AND VISUAL EFFORT**

Continuous speaking, hearing, and visual effort. Frequent walking, sitting, standing and reaching. Occasional climbing. High degree of concentration requiring continuous and often intense mental and visual attention. Numerous irregularities, complicated and complex tasks are involved.

### **WORKING CONDITIONS**

Work is primarily performed in a school building site. Occasionally exposed to dust, noise and other irritants. Stress associated with work pace and pressure. Work involves irregular hours and days. Some travel required. Exposed to hazards of the road when traveling.

### **DISCLAIMER CLAUSE**

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. I may be required to perform additional tasks necessary to meet district objectives. This Position Description is intended to be an accurate reflection of the principal job elements essential for making fair decisions.

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Employee Signature

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Date

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Supervisor Signature

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Date

Burlington Community School District is an Equal Opportunity Employer. Burlington Community School District ensures equal employment opportunities regardless of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, or gender identity. Burlington Community School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.