

JOB TITLE: Special Education Agency Advocate

Reports to: Building Principal and Director of Special Education

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Job Summary: Under direction of the building principal and director of special services, the Agency Advocate provides special education support for students in order to help them fulfill their potential for academic, emotional, and social growth through academic support designed to meet each learner's individualized goals and objectives. Applicants will have a four year post secondary related degree.

Essential functions of the job may include but are not limited to the following:

- Facilitate communication between learners, parents and school staff to develop healthy, positive attitudes toward academic success, and learner development.
- Facilitate communication about individual learner plans and how parents can engage in the learning at home.
- Develop relationships and work cooperatively as a team member with all school staff to support learners' academic performance, achievement, attendance and/or behavior.
- Attend parent and IEP meetings as needed to review learner's progress.
- Attend meetings, in-services and workshops as required.
- Track progress of academic and behavioral interventions for students.
- Fully understands and ensures the fidelity of interventions, accommodations, and modifications for identified special education students.
- Organize, support, and facilitate student learning in the resource room
- Direct/redirect the work and responsibilities of paraprofessionals as it relates to implementation of individual learner plans.
- Work with identified student(s) to reinforce motor, academic, social, self-care or communication skills under the direction of the teacher.
- Assisting teachers in creating strategies for reinforcing skills based on understanding of learner needs, interests and abilities.
- Assume responsibility for learning and adapting to student's special medical, physical, communicative, emotional, and academic needs.
- Facilitate small group intervention within general education classes.
- Help in management of behaviors with special education learners. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior using Crisis Prevention and Intervention strategies, as needed.
- Guide students in working and interacting appropriately.
- Assist and supervise students throughout the school day, inside and outside the special education classroom.
- Other duties as assigned

Knowledge, Skills and Abilities Required:

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.

- Completion of a 4 year degree
- Excellent interpersonal, communication and public relations skills with experience in conflict resolution
- Strong organizational skills with ability to successfully manage multiple projects
- Ability to work collaboratively as a team member

- Strong communication skills
- Must have the ability and proven record of reporting to work on a regular and punctual basis.

Physical Requirements:

- General office and classroom working conditions, sitting, standing, using close vision and talking; transporting equipment as needed
- Keyboarding skills to input data on computer, ability to move on floor for interactions with staff and students, reaching with arms and hands; occasionally presenting information to individuals or small groups and lifting up to 40 pounds.