

Orcas Island School District

Job Description

Student and Family Engagement(SAFE) Advocate:

Social Emotional Learning High School/Middle School

Reports to: HS/MS Principal
FLSA Status: Classified Hourly
Work Schedule: School Term

Evaluated By: HS/MS Principal
Salary: Per PSE salary schedule
Hours per day: 6.5 hours/day, M-F

JOB SUMMARY

Under the direction of the High School/Middle School Principal the High School/Middle School SAFE Advocate is responsible for implementing a school wide program in grades 6-12 classrooms to address the social and emotional needs of students and to promote a safe and positive school culture. This position is actively involved with the Positive Behavioral Intervention & Support program at the middle school and will check in and out with students to assure emotional/logistical readiness for school.

ESSENTIAL JOB FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. The employee may perform all or a combination of several of the following duties:

- Provide social and emotional support to students; check in with students daily and/or as needed.
- Present Social/Emotional programs to students in 6-12 classrooms under the supervision of the general education classroom teacher.
- Instill skills in the classroom, or other group settings, concerning coping, social norms, physical and emotional survival, mediation, multi-cultural awareness and problem solving.
- Address social and learning objectives for each grade level.
- Under the direction of the HS/MS Principal, adapt program(s) for grade level/age, as appropriate; adapt any lesson or assignment that requires modification for an individual student.
- Assist the School Counselor with small groups as directed, implementing the social/emotional curriculum as situations arise in the classroom, common areas, cafeteria and/or on the bus.
- Develop and maintain up-to-date knowledge of social/emotional curricula programs.
- Maintain on-going communication with teachers, parents and other district personnel.
- Maintain filing, electronic communications and records systems, as directed.
- Model appropriate professional and cooperative behavior, including protecting confidential information.
- Compose documents to communicate information and required reports to school and district personnel, parents, and the community.
- Establish and maintain working relationships that foster efficiency and productivity and promote cooperation with administrators, staff, students, parents and the public.
- Develop systems and/or procedures to monitor assigned activities and/or program components to ensure compliance with financial, legal and/or administrative requirements.
- Attend meetings and trainings as directed.
- Maintain consistent presence at assigned worksite and regular work hours specified in assignment.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree preferred.
- Experience working with children; experience in a social/emotional education setting, preferred.

Skills

- Ability to present information effectively to large and small groups of students.
- Ability to be a positive role model for students.
- Ability to remain calm when dealing with distraught or difficult individuals.
- Ability to follow directions and work successfully, cooperatively and constructively as a team member with a positive attitude.
- Ability to be dependable and accountable.
- Ability to work independently or in a team environment; ability to exercise a high degree of independent judgment and decision making.
- Ability to communicate effectively with others both orally and in writing and to establish and maintain professional, cooperative working relationships with district staff, students and the public.
- Ability to adhere to professional confidentiality standards per FERPA regulations.
- Ability to initiate, organize, set priorities, meet deadlines, attend to detail and follow through on a variety of tasks.
- Ability to conduct research and respond to inquiries with accurate information.
- Knowledge of proper English grammar, spelling, and usage in both oral and written communication; ability to compose and format correspondence and to set up and maintain accurate files and records.
- Ability to use personal computers, various computer software programs and databases; perform data entry and word processing functions.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is required to have precise control of fingers and hand movements; experiences interruptions and inflexible deadlines; must be able to stand and/or work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects up to 30 pounds such as files, boxes, etc. Flow of work and character of duties involves normal mental and visual attention much or all of the time. Concentration and attention to detail for repetitive tasks is required. The employee may deal with distraught or difficult individuals and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

SPECIAL REQUIREMENTS

- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.
- Must complete OISD Risk Management and Bloodborne Pathogens training upon hire.
- Must have or have the ability to obtain a CPR/first aid certificate.

The Orcas Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA and Title IX Coordinator: Lorena Stankevich, Director of Special Services, 360-376-1561, Istankevich@oisd.org, Orcas Island School District, 557 School Rd., Eastsound, WA 98245

Civil Rights Compliance Coordinator: Eric Webb, Superintendent, 360-376-2284, Orcas Island School District, ewebb@oisd.org, 557 School Road, Eastsound, WA 98245