

MONTEREY COUNTY OFFICE OF EDUCATION

**EDUCATIONAL ADVOCATE**

Classification: Classified

Salary Level: 34.5

**DEFINITION:**

Under the general supervision of the Program Director or Coordinator/Administrator, the Educational Advocate monitors, assists, advocates for and guides the progress of in school and out of school students towards high school graduation, and college entrance requirements.

**SUPERVISOR:**

Program Director or Coordinator/Administrator

**POSITIONS SUPERVISED:**

None

**QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Provides direct education assistance and connects students with academic support services
- Works with students individually and in small groups to help them set goals and investigate their own potential
- Plans, organizes and conducts monthly workshops and presentations at school and community sites including scheduling of presenters
- Generates health referrals and assist with planning and arranging health screenings with clinics and follows up with families
- Serves as a liaison among Migrant Education, Alternative Education, Juvenile Probation services, Adult Education, school districts and other agencies serving this population, as well as with parents and youth
- Provides students with information and opportunities for ways of earning high school credits and/or completion of high school equivalency
- Works with school counselors to provide students enrolled in school with information regarding college entrance and financial aid
- Gathers and document data related to student needs, services, and attendance
- Organizes and generate reports
- Evaluates school transcripts to support students to achieve academic plan
- Facilitates student visits to universities/colleges
- Assists in advocating for the needs of targeted youth and their families
- Provides assistance to students in extended day programs and special projects
- Drives a County vehicle to various locations to conduct activities, transport students, or make home visits
- Provides information on educational opportunities, home study materials and community resources to families
- Assists with registration and appropriate program placement
- Provides one to one and group tutoring and training as needed
- Assists students with time management, course selection, and study skills
- Recruits youth and manages a specific caseload with either out of school youth (OSY) or current high school students as assigned
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs other related duties as assigned

## **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, operate an automobile; vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical mobility sufficient to move about the work environment (office, District, from school or home site to site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand, and walk for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements and decisions.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination of education or experience equivalent to a high school diploma
- Associate of Arts degree from an accredited college or university
- Two (2) years of experience in a related field

### **Knowledge of:**

- Proper English/Spanish usage and grammar
- Current research, literature, and programs that impact targeted students
- College admissions process and other special admission programs
- Modern office procedures and practices, including filing systems, reception, telephone techniques and letter and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Career development resources, scholarships and community employers

### **Skills and Abilities:**

- Ability to work cooperatively with school and district personnel and migrant parents
- Ability to travel from site to site within the county
- Understand and relate to the needs of migrant students
- Handle information in a discreet and confidential manner
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate effectively in English and Spanish or language of migrant population, both orally and in writing
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Establish and maintain cooperative relationships with those contacted within the course of work
- Operate a vehicle safely and efficiently
- Work a flexible schedule including weekends and evening if necessary

### **Desirable Qualifications:**

- At least three (3) years' experience in social services, public education or migrant education
- Community outreach experience.

### **Licenses and Certifications:**

- Possession of an appropriate, valid California Driver's License, and evidence of insurability