

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	OREGON PRE-KINDERGARTEN PROGRAM FAMILY ADVOCATE	2.12.18
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by providing service coordination and supportive social services to families involved in the Oregon Pre-kindergarten Programs (OPP) within the Salem-Keizer School District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. . Work is reviewed only periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Advocating for program families at schools and with social service agencies.

Building and supporting coalitions of individuals and/or agencies interested in family needs.

Helping families identify and access needed resources: health, mental health, social services, education and training. Facilitate referrals for services.

Advising program parents about adult educational options.

Helping school staff and district personnel coordinate services for program families.

Building awareness of OPP families and their unique needs among school and agency staffs.

Helping families to build on their strengths; developing a plan to address and support areas of concern.

Monitoring community resources available to program parents and maintaining an updated resource file.

Promoting awareness in the community of educational options available to OPP parents.

Communicating regularly with agencies and district personnel involved with OPP students, including calling, preparing, and leading meetings with those involved.

Communicating regularly with program parents through home visits.

Salem-Keizer Public Schools
Oregon Pre-Kindergarten Program Family Advocate (continued)

Gathering and disseminating essential information to program families.

Maintaining accurate records of program staff on issues related to the needs of program families.

Providing translation services for staff and parents as needed.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of problem solving

Principles and practices of community relations

Available community resource agencies

Cultural differences and cross-cultural communication

Poverty issues

Educational programs and community resources

Child development and family dynamics

Ability to:

Respond in an empathetic manner, with program parents and their children

Maintain cooperative relations with educational staff, families, and community agencies

Work effectively in a team situation by demonstrating cross-cultural communication skills

Work independently in the absence of direct supervision and understand limits of authority

Analyze problems and implement developed plans and procedures

Communicate effectively both in English and Spanish. Must be able to speak, read and write Spanish and English fluently for spoken and written translation

Maintain highest level of confidentiality in all matters relating to students and families

Maintain a flexible work schedule that may necessitate evening work to meet the needs of families

Salem-Keizer Public Schools
Oregon Pre-Kindergarten Program Family Advocate (continued)

Operate a computer and related peripheral equipment and software including MS Word

Travel to District locations, service agencies and family homes as needed

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

A minimum of two years experience in working with individuals in the community service field, organizing activities or programs, working with youth and adult groups, and assessing community needs and resources.

Training:

Equivalent to completion of the twelfth grade, supplemented by college-level course work or special training related to education, social services, or social science.

Licenses:

Possession of, or ability to obtain, a valid Oregon driver's license and insurance.

Work Environment:

Climate controlled office settings and home visits. May encounter hostile, and/or uncooperative individuals during home visits. Exposure to minimal noise intensity levels.

Moderate level of contact with agencies/community. Average level of contact with district staff.

Physical Requirements:

Frequent talking, hearing, standing, sitting and driving for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Light-Medium – Exert force to 35 pounds occasionally and/or up to 25 pounds of force constantly to move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Oregon Pre-Kindergarten Family Advocate

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____