

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**GRPS MISSION:** Our mission is to ensure that all students are educated, self-directed and productive members of society.

## **Youth Advocate Specialist**

**Department:** Community and Student Affairs  
**Unit:** Support Non-Exempt  
**Hourly Rate:** Grade 203 - Specific rate based on experience

### **JOB SUMMARY**

The Youth Advocate Specialist provides support for students at risk, their parents, family members and guardians. The Youth Advocate will also work with school building staff (principal, teachers, social workers, and other team members) to advocate for the rights of children at risk.

### **ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Provides Title I services to early childhood intervention programs, elementary, middle, and high school students identified as eligible for Title I services, including monitoring attendance, academic, behavioral and SEL support.
- Assists with team approach (student, family, teachers, advocate, and principal) to assess appropriate intervention plans.
- Reports and articulates student concerns with appropriate stakeholders.
- Visits with identified Title I students to seek suitable options to help resolve concerns.

- Assists Title I students with being proactive in making choices that will lead to their success.
- Encourages and works with parents/guardians to actively participate in the decision-making process designed to impact their Title I child's educational growth.
- Develops a positive relationship with Title I students, staff, and parents.
- Works as part of the school team and assists with creating a safe and orderly environment that is conducive to learning.
- Makes telephone calls to parents and/or meets with them if needed.
- Assists Title I students with transition.
- Documents Title I student/family contacts, maintains data, and provides on an on-going basis.
- Attends assigned trainings and meetings.
- Interacts with co-workers, administration, Title I students, parents, and the community in positive, supportive, and cooperative ways.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree.
- One (1) year of demonstrated experience working with at-risk students and families.

### **Preferred Qualifications:**

- Bachelor's degree in education, criminal justice, social work, human services, or a related field
- Working knowledge of Microsoft and student information systems or the willingness and the ability to learn

### **Special Qualifications:**

- Must hold a valid Driver's License and have reliable transportation.

### **Knowledge, Skills and Abilities:**

- Knowledge of Outlook and student information systems or the willingness and the ability to learn.
- Skills in organization and leadership.
- Ability to work with computers and have working knowledge of Windows based programs (word processing).
- Ability to effectively function as a professional team member.
- Ability to effectively communicate both orally and in writing with diverse populations.
- Ability to deal with the multiplicity of an urban community population.
- Ability to demonstrate excellent attendance and punctuality.
- Ability to work with confidential information and maintain a high degree of confidentiality.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, and well-being of students.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

#### ***Non-Discrimination***

***The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(616\) 819-2022](tel:6168192022) or [humanresources@grps.org](mailto:humanresources@grps.org).***