

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Online Advocate  
**Prepared Date:** 4/2/2019  
**Revised Date:** 9/1/2021  
**Work Year:** 158 days;  
**Department:** Student Support Services  
**Reports To:** School Principal  
**Salary Range:** Community Advocate Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule B Benefits  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Online Advocate is to engage students, collaborate with others to promote student success, provide student outreach and student support services and ensure that each student successfully achieves personal and program goals.

**QUALIFICATIONS:**

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. 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.

**REQUIRED:**

- High School Diploma or equivalent
- Reliable Transportation
- Valid Colorado Driver's License. Employee will be required to occasionally drive one or more District vehicles. Employee must be insurable by the District's insurance carrier

- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Completion of study at an institution of higher education
- Previous experience with at-risk students and families
- Previous experience in a school setting
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Knowledge of the elements of healthy school engagement and methods of influencing students' active involvement in their own success
- Knowledge of effective study skills and effective time-management techniques and ability to convey them to high school/middle school students in an effective manner
- Love for children and ability to work enthusiastically on their behalf
- Excellent interpersonal, organizational, time-management, verbal and written communication skills
- Knowledgeable and comfortable working with technology. Able to competently and persistently apply problem solving skills towards technology issues
- Ability to serve on student-centered teams and participate in a collaborative decision making process
- Knowledge of WRAP Around process and philosophy
- Knowledge of behavior management techniques in a school setting
- Knowledge of community services available to students and families
- Ability to record required student data related to attendance, academics, and/or behavior
- Demonstrate sound work ethic in achieving both school and personal goals
- Ability to maintain a high level of confidentiality with regards to students and families

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Gather and review attendance data to identify and provide interventions to students who are not actively engaged in school, including, but not limited to, home visits and conference calls
- Ensure quality and timely documentation of all interventions provided (truancy). Collaborate with leadership to ensure accurate truancy documentation is provided to the

court

- Represent school in and attend all scheduled court proceedings related to individual caseload. Follow up with recommendations of the court, school administration, or district administration
- Maintain daily student communication and document attendance utilizing identified Pueblo School District 60s' systems
- Actively recruit new students through community partnerships and events utilizing Pueblo School District 60s' marketing materials
- Act as a liaison between the school, student/family, and community in assisting students to thrive in their school environment
- Work with families in addressing attendance, academic, and/or behavior issues of identified students
- Collaborate with school social and emotional learning Interventions team to connect students to identified external resources to support individual student needs
- Build connections with staff, students, and parents to keep students progressing toward success, including, but not limited to, providing progress reports, facilitating student-parent-staff conferences, collaborate with team members to support the CARE process
- Possess and share a general knowledge of extracurricular activities and student opportunities
- Coordinate and facilitate the process of accessing community resources for students and families
- Provide families with information related to the needs of their child and act as a resource to parents/guardians by communicating the importance of school attendance and helping students/families understand the judicial process, the steps involved, expectations, etc.
- Write, maintain, and document appropriate and accurate paperwork and records for all interactions, efforts, and progress of students on caseload, ensuring confidentiality of student and their families
- Provide reports/documentation to interested parties as appropriate
- Utilize the HelpDesk ticketing system to communicate needs with the IT department. Verify resolution of ticket, and communicate to student
- Facilitate student's working with their teachers for academic learning and growth
- Facilitate student access to accommodations as needed
- Facilitate students access to identified social emotional support staff as needed
- Champion District culture of assessment by ensuring active student participation in all assessments and provide active proctoring throughout the year
- Understand the student experience in the Online learning platforms, including, but not limited to, progress reports, schedules, and transcripts
- Actively participate in daily student support meetings to establish goals and objectives for daily student success
- Occasionally provide transportation to students in district vehicle, in accordance with District policy.
- Maintain appropriate professional appearance

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Principal,

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:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting/Carrying Maximum weight: 50 lbs.			X		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; at times works in classrooms and hallways surrounded by students and staff of various ages and abilities; Daily work schedules will vary depending on student and school needs.