

**JOB DESCRIPTION: PKZ LEAD STUDENT ADVOCATE CONT****BENEFIT GROUP:** CG**JOB CODE:** XARM4**PAY GRADE:** NB108**AUTHORIZED STRENGTH:** 2**PAY RANGE:** Min: \$18.07 per hour  
Mid: \$22.61 per hour  
Max: \$27.15 per hour**NATURE OF WORK:**

Performs responsible paraprofessional work by promoting the academic, social, and personal success for (15-26) students; collaborates with Student Advocates and school level designee in devising the tutoring and advising schedule; assists PKZ Student Advocates with the collection of student data; maintains positive working relationships between program and school; provides Student Advocates with an introduction and overview of how PKZ functions within the school campus, culture and with key personnel; supervises one-on-one tutoring/advising meetings and small group topic calendar; plans field trips for Student Advocates and assigned students; perform other duties as assigned. Employee maybe required to work evenings, weekends, and holidays.

**EXAMPLES OF WORK PERFORMED:**

**NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.**

Adheres to one-on-one and small group tutoring/advising schedule created in collaboration with the Academic Coordinator and school level staff. Provides content specific tutoring or test preparation based on student input and a review of homework assignments, progress reports and report cards. Facilitates small group sessions organized around Study Skills or facilitates a book club with journaling. Schedules low-interference classroom observations where necessary, schedules and/or participates in team or individual teacher meetings concerning student progress. Supports Parramore Kidz Zone agency-wide programs and events. Creates an Action Plan in the fall and spring semester that aligns with the academic and social goals set during one-on-one meetings. Develops steps/strategies for students that involve student active participation in intervention or enrichment programs offered at the school level, with PKZ and/or partner organizations, area community based organizations. Works closely with the PKZ Academic Coordinator, other PKZ staff or partners to assume that their students receive the necessary support. Develops and maintain partnerships with the students' schools, PKZ partner organizations and parents. Reviews high school options with students and include that in goal setting process. Identifies students with an interest and aptitude for magnet or specialized programs. Supports students and families in the application process for P/SAT Prep: Identifies and registers students beginning in the 8th grade for P/SAT Prep. Completes online career surveys annually. Facilitates students' completion of the College Portfolio assignment for their grade-level. Facilitates monthly small group sessions organized around Life Skills and College/Career Exploration. Monitors and

documents academic progress of each student following the guidelines communicated by the Academic Coordinator. Maintains student files and complete case notes to document student progress. Distributes and reviews monthly progress reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of youth development and behavior theories and principles, educational intervention and effective practices and strategies for intervention and prevention of delinquency. Knowledge of available resources and programs for servicing targeted at-risk youth. Knowledge of the challenges faced by youth and their families who reside in high poverty, high crime neighborhoods. Knowledge of methods of building community consensus and leading teams toward achievement of common goals. Assessment and case management skills Planning, organization and prioritization skills Strong communication (both oral and written) and interpersonal skills. Ability to lead community groups comprised of professionals in education, non-profit, law enforcement, faith and other disciplines. Ability to persuade and inspire youth and build meaningful relationships with disengaged youth. Ability to develop, plan, organize, implement, and evaluate programs effectively. Ability to negotiate effectively with other professionals and with representatives of collaborating community organizations. Ability to research, analyze, and recommend appropriate course of action. Ability to identify complex problems, evaluate situation, review options, resolve issues, make prudent decisions, and deal effectively with various and difficult situations. Ability to establish and maintain effective work relationships with others including managers, staff, clients, other agency specialists and professionals, and the public.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Bachelor's degree in social work, psychology, education, or other related field required. At least six (6) months experience promoting the academic, social, or personal success of students between the ages of fifteen and twenty six required; or equivalent combination of education, training, and experience. A Teacher Certification is preferred. Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook) required. Valid Florida Driver's license is required. Requires successful completion of a criminal background check.