

Baldwin Community Schools

David Forrester, Superintendent Phone: (231) 745-4791 · Fax: (231) 745-3240

"Preparing Students for the Promise of Tomorrow"

STUDENT ADVOCATE

JOB DESCRIPTION AND POSTING

JOB TITLE: Student Advocate

REPORTS TO: Building Principal/Superintendent

JOB FUNCTION: The Student Advocate will provide behavior support for all secondary students. One main function of this position is to create and maintain relationships with students to help them develop into productive students. The Student Advocate will work closely with the school staff, parents and families, and the community to create relationships that impact our students and families. Moreover, the Student Advocate position will also provide support for teachers and other staff to help them in their relationships with all students.

DISTRICT DESCRIPTION: Baldwin Community Schools is a small school district in Lake County, serving approximately 500 students. The district features a diverse population and provides many supports for students, including reduced class sizes, student support specialists, and social and emotional support services. The school district offers a competitive salary schedule, several benefit plan options, and a retirement plan. The vision of Baldwin Community Schools is, "Preparing Students for the Promise of Tomorrow."

Position Summary:

The Student Advocate is responsible for assisting students with their educational, social-emotional, and living needs.

- Work as a critical component of the school behavior team.
- Create interventions, restorative practices, and disciplinary measures to assist staff with student behavior.
- Share a commitment to the success of the mission, goals, and objectives of Baldwin Community Schools.
- Support and fully participate in a school culture that focuses on student achievement.
- Support a school philosophy that values continuous improvement tied to student learning and related school goals.

POSITION

Baldwin Community Schools is seeking a Student Advocate. The successful applicant must have a good working knowledge of developing and maintaining student relationships, implementing interventions, and assisting students in all facets of their school life. Responsibilities include but are not limited to developing a working knowledge of Baldwin Community Schools, the overall community and culture, as well as the student make-up. Applicants with previous successful experience in K-12 classrooms are preferred.

This Person:

- Persists in accomplishing objectives despite obstacles and setbacks
- Has a track record of exceeding goals successfully
- Pushes self and helps others achieve results
- Sets aggressive goals and has high standards
- Pursues everything with energy, drive, and the need to finish
- Persists in the face of challenges and setbacks
- Always keeps the end in sight; puts in extra effort to meet deadlines

Essential Competencies of This Position:

- The skill and willingness to leverage the student support network to ensure that students' social, emotional, nutritional and health needs are addressed
- The competence to collect and analyze data to inform decisions
- The strong desire and ability to achieve outstanding student achievement results in a short amount of time
- The strong desire and ability to build meaningful, caring relationships with students in order to exert academic influence
- The ability to motivate students and influence their behaviors
- The ability to help create and thrive in a professional environment that is one of mutual respect, teamwork, and accountability
- Skillfully challenge the status quo

PROFESSIONAL EXPECTATIONS AND QUALIFICATIONS

Coaching and working with staff

- Observe, debrief and coach teachers on best practices and classroom management techniques, including feedback on implementation of their own classroom plan
- Learn and understand the benefits of [CHAMPS](#) (*Conversation, Help, Activity, Movement, Participation, Success*; Proactive, positive classroom management approach)
- Collaborate regularly with building principal

Working with students and families

- Attend Parent/Teacher conferences
- Work directly with students and/or groups to improve performance

Providing reports and data

- Enter behavior/discipline data in appropriate district data systems
- Provide principal and teachers with behavior/discipline information as necessary
- Assist Early Warning Intervention and Monitoring Systems (EWIMS) team with behavior data analysis

Needs to demonstrate the ability to:

- Communicate through excellent written and oral communications skills.
- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner
- Make sound decisions within the parameters of authority
- Be courteous, professional and tactful at all times
- Maintain a positive working relationship with faculty, staff, board members, parents, students, authorizer and community
- Be respected as an adult learner and as an individual
- Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and organizational purpose

Preferred Qualifications:

- Bachelor's Degree or equivalent
- Minimum of one year prior experience working with K-12 students in a classroom setting, preference given to individuals with college coursework in English, math and/or writing; excellent communication skills
- Valid Michigan Teaching Certificate is preferred but not required
- Previous classroom teaching experience in a comparable district is preferred

HOW TO APPLY:

Please send **ONE PDF** file that contains a cover letter, resumé, three references, and all appropriate credential information to jobs@bcsdmi.com. The position will remain open until it is filled. Any questions can be directed to JaNel Williams, Human Resources Specialist at 231-745-4791.