



Mancos School District  
Staff Job Description

<b>Title:</b> Expelled & At-Risk Student Services (EARSS) Advocate	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Superintendent	<b>Pay Range:</b>
<b>Prepared/Revised Date:</b> June 2023	<b>Work Year:</b> 9 months

**SUMMARY:**

The Advocate will act as behavior and academic interventionist for students that cannot follow the normal classroom schedule or are having trouble being successful at school. The Advocate is a liaison to students and families to increase school engagement and success among the district's at-risk student population through identifying challenges to educational success and offering solutions directly and through community and school-based partnerships. The Advocate's caseload may vary from 5-30 students. The Advocate is a dynamic, patient, and committed individual that works tirelessly to support their student caseload.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of time</b>
1. Provide educational services for core academics such as coursework, tutoring and credit recovery.	<b>D</b>	<b>20%</b>
2. Support the counselor in identifying personal and social development needs of students. Supplement the counselor's services to encourage intrinsic motivation and improve attendance through non-academic guidance.	<b>D</b>	<b>30%</b>
3. Work with school counselors and selected students to develop student plans/goals that lead to a successful transition to the next grade level and postsecondary education or employment.	<b>D</b>	<b>5%</b>
4. Provide direction and support for students and families in need of educational services.	<b>D</b>	<b>5%</b>
5. Coordinate access to services available through school district and/or community that strengthen communication, self-advocacy, and leadership skills.	<b>D</b>	<b>5%</b>
6. Support habitually truant students to increase attendance	<b>D</b>	<b>5%</b>
7. Meet all legal requirements including timelines for professional practices such as, but not limited to IEPs, ICAPs, 504, Rtl.	<b>D</b>	<b>5%</b>
8. Teach SEL in K-12 classes or situations that require character education skills.	<b>D</b>	<b>20%</b>
9. Perform other duties as assigned.	<b>D</b>	<b>5</b>



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**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or GED but college degree preferred

**TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:**

- Strong written and verbal communication skills
- Ability to work and build positive relationships with school staff, families, and youth
- Ability to communicate and coordinate with a variety of school and community groups
- Commitment to collaborating and progress monitoring with colleagues and partners to achieve desired results
- Be flexible and adaptable to a changing work environment while maintaining effectiveness and efficiency
- Ability to interact and work effectively and cooperatively in a team environment
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

**LICENSES, REGISTRATIONS, OR CERTIFICATIONS:**

- Must have a valid driver’s license
- Must pass various pre-employment background screenings; required at entry

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with computers
- Operating knowledge of and experience with Microsoft Office, Google, spreadsheets, data collection, email/calendar systems.

**REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:**

- Reports to: Superintendent
- Direct Reports: May assist in supervising classified staff in the counseling office  
Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch and to and from classes.
- Monthly reporting to CDE
- Monthly or Bimonthly Meeting with EARSS Grant coordinator

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				X
Administer a Budget				X
Monitor a Budget				X
Coordinate a Budget				X
Initiate a Requisition		X		



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**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit				x
Use hands to finger, handle or feel				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x



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Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Use Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	



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Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL</b>	<b>Level of noise typical in the work environment for this job</b>
Very quiet	
Quiet	
Moderate	<b>x</b>
Loud	
Very loud	

**OTHER INFORMATION:**

n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.

The signatures below indicate the job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date