

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

**Advocate/Counselor**

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: Executive Director and Grant Manager

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

The Advocate/Counselor will act as a liaison to students, districts and families to increase engagement among the district's at-risk student population such as homeless, migrant and foster students.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. BA Degree, Bilingual preferred
2. A valid Colorado driver's license is required. A valid Colorado teaching license is preferred.
3. Strong communication skills (written and spoken).
4. Computer skills: email, data management, Internet, MS Word.
5. Ability to work with school staff, families, and youth.
6. Ability to communicate and coordinate with a variety of school and community groups.
7. Reliable transportation and willingness to work flexible schedule.
8. Ability to accurately collect data.
9. Occasional evening and weekend work required.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Provide leadership to improve the educational experience of student population such as homeless, migrant and foster students.
2. Train teachers to implement SEL at their schools and support implementation of Social Emotional Learning Curriculum.
3. Support the counselor in identifying personal and social development needs of students. Supplement the counselor's services to encourage intrinsic motivation and improve attendance, grades and behavior support.
4. Provide direction and support for students and families in need of educational services.
5. Coordinate access to services available through school district and/or community that strengthen communication, self-advocacy, and leadership skills.
6. Facilitate understanding by student and family of district requirements toward attendance.
7. Network with community agencies to assist students and families.

8. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
9. Collect recommended data points for progress of students.
10. Attend meetings as required.
11. All other duties as assigned.

### III. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

1. **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
2. **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
3. **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
4. **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

### IV. EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the San Luis Valley BOCES' policies and procedures. The evaluation instrument used for this position is attached.

### V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined annually by the San Luis Valley BOCES Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, and number of contracted days (work year), applicable benefits and position assignment of the employee.

- VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

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READ AND REVIEWED BY EMPLOYEE ON: \_\_\_\_\_

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

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

\_\_\_\_\_  
Executive Director Approval

\_\_\_\_\_  
Date

