
BOARD AGENDA ITEM

Information/Discussion
Future Action
Action

Item: Student Advocate

Date: 2/14/24

Submitted by: Laura Preuss

Board Meeting Date: 3/18/24

Recommended by: Dave Rodgers

RECOMMENDATION:

Please approve one new FTE for a Student Advocate position as a way to help our adult students overcome barriers to personal and professional achievement.

BACKGROUND:

The new Student Advocate positions would replace the current Social Worker positions the Adult Education program utilizes. The need for a social worker degree such as an MSW or LMSW, while nice to have, is not a necessity in this competitive hiring market. However, the new position still focuses on the needs of the student and helping them to overcome barriers to achieving educational success. The Adult Education program has found significant benefits to having someone in a student focused capacity that connects them to resources both for personal benefits as well as to help overcome IEP needs. Please approve the Student Advocate position as a way to help our adult students overcome barriers to personal and professional achievement. (The Student Advocate position will replace our current Social Worker role and be paid for through grant funding. One of our current Social Worker positions is open at our Beckwith location.)

POSITION DESCRIPTION

Job Title: Student Advocate

Classification: Professional

Grade: 2

Reports To and

Evaluated By: Director - Adult Education

Terms of

Employment: 215-day contract subject to all rules and regulations covering Professional personnel.

BROAD STATEMENT OF RESPONSIBILITIES:

The Student Advocate supports student success for all adult students. Under the direction and supervision of the Kent ISD Director of Adult Education, the Student Advocate provides service and resources that allow student to overcome barrier towards achieving educational success.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Specific responsibilities include:

- Provide individualized case management to Adult Learners. This includes but not limited to:
 - Identify and connect with students who have IEP's
 - Advocating for student needs
 - Assist with applications, forms and other needs
 - Provide crisis intervention that helps to overcome home and life situations that help student overcome barrier to educational attainment
- Create community partnerships that allow for barrier removal
- Maintain documentation and reporting that records student interaction and progress
- Collaborate with educational staff to address needs of the students
- Demonstrate cultural competency by understanding the unique needs of our ESL learners
- Complete progress monitoring of course and program completion for students served to track and understand how services benefited the student
- Assist students with accommodations for GED testing
- Keep adult education team informed of opportunities in the

community

- Present in classrooms about programs and services available.
- Work proactively with instructors and staff to identify students that can utilize the student advocate services.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor degree preferred and/or 3+ years of experience working with adult students in a relatable way.
2. Bi-lingual preferred.
3. Ability to work some evening hours to meet the needs of evening students.
4. Demonstrated experience or participation in institutional programs with persons from diverse backgrounds such as, sexual orientation, race, ethnic, religious, linguistic, gender, age, socio-economic, physical/learning disabilities, and a commitment to an inclusive and equitable working/learning environment.
5. Ability to work independently with minimal supervision; capable of making independent judgments and taking action with limited direction.
6. Experience in student recruitment and retention.
7. Ability to build strong working relationship with adult education students.
8. Understanding of MAERS (Michigan Adult Education Reporting System) (preferred)
9. Strong organization and attention to detail, with the ability to multi-task as well as demonstration of strong problem-solving skills.
10. Strong customer service skills, including experience providing customer service to multi-language speakers.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirement.