

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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|--------------------|-------------------------------|------------------------|---------------------|
| <b>TITLE:</b>      | Pupil Advocate                | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Various Sites and Departments | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt                    | <b>SALARY GRADE:</b>   | 054<br>OTBS         |
| <b>REVISED:</b>    | January 14, 2004              |                        |                     |

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**BASIC FUNCTION:**

Serve as a role model for K-12 culturally diverse pupils; conduct motivational counseling and educational programs which include academic support, social skills, development of self-esteem, and pride in cultural heritage; present positive opportunities, social experiences, and career options which will broaden the pupil's point of view and aid in goal setting.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Develop a site program to improve the academic achievement of African American, Latino, and other under-performing pupils; maintain a profile of each pupil. **E**

Conduct parent workshops in the school and community. **E**

Maintain weekly contact with assigned pupils to provide guidance and discuss interests and grades. **E**

Provide tutoring assistance; serve as an advisor regarding personal, social, and educational problems to aid in reducing school suspensions and expulsions. **E**

Provide inservice activities for and ongoing assistance to school staff in culturally relevant instructional strategies, guidance, and practices which may increase the achievement level of under-performing African American and Latino pupils. **E**

Keep abreast of pertinent research and incorporate related information in activities with staff members to aid effective guidance of under-performing African American and Latino pupils. **E**

Act as a supportive, motivating role model and encourage participation in a variety of educational activities and programs. **E**

Organize, initiate, and participate in enrichment activities to increase awareness and improve communication. **E**

Address issues of low self-esteem; reinforce acceptable behavior, attitudes, and social skills. **E**

Assist in the coordination of school site and district race/human relations activities. **E**

Develop partnerships with community organizations and relationships with families of pupils. **E**

Serve as a resource to parents and pupils regarding availability of educational and community services. **E**

Represent interests of pupils to school administration, teaching, and support staff. **E**

Develop a mentoring program and recruit African American, Latino, and other ethnically diverse professionals as volunteer role models; conduct training sessions and leadership seminars for mentors as required. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in social sciences, counseling, or related field and three years of progressively responsible, related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Appearance, grooming, and personality which establish a desirable example for pupils.

Self-confidence, sense of humor, optimism, and enthusiasm.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The socio-economic characteristics of culturally diverse communities.

Community educational and recreational resources and social service agencies.

African American and Latino history and culture.

**ABILITY TO:**

Instill pride in pupil heritage and develop empathy with pupils, parents, and staff.

Establish rapport with and provide advice to pupils with low self-esteem.

Tolerate stressful situations responsibly.

Obtain community services for pupils as needed.

Exercise sound judgment and individual initiative.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, pupils, and the public.

Operate standard office equipment including microcomputers and related software applications.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 8610

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