PAUL
PUBLIC CHARTER SCHOOL

Primary Functions:
Under the direction of the **Dean of Culture,** the **Student Advocate** serves as a support in the planning, coordination, and administration of school activities and programs, including student conduct and extracurricular programs. The **Student Advocate** is also responsible for providing guidance and advocacy to students to ensure they meet academic and behavioral requirements in order to be successful. The **Student Advocate** will report to the **Dean of Culture.**

Duties and Responsibilities:
Student Support and Advocacy

- Linking students and their families to school and community resources
- Monitoring attendance and discipline, communicating with administration, counselors, students, and families.
- Assists in the development, implementation, and evaluation of restorative programming that ensures students adhere to the code of conduct
- Prepares letters, calls parents, and attends meetings as needed, regarding struggling students
- Engages in extensive oversight and management of caseload of students demonstrating greatest needs for behavioral support
- Evaluates and reports out on student progress including attendance, academic, and behavioral data
- Makes home visits to obtain information about students

Support School Team

- Performs a variety of administrative duties to assist the school leadership team in managing the school
- Supervises students on campus before and after school; monitors students during lunch
- Provides leadership for attendance improvement efforts.
- Participates as needed in Student Support Team meetings for students
- Helps plan and carry out the school's student activities
- Supports the mission, vision and values of Paul Public Charter Schools
- Fosters an environment and culture which promotes respect, responsibility and trust
- Coordinates with teachers, administration, network staff, parents and community partners to build resources and plans to best support students
- Assist with the supervision of students during instructional and non-instructional time

Systems of Accountability

- Processes student referrals and confers with students, parents, teachers to help meet the needs of struggling students
- Supports reflection and logical consequences for scholars with inappropriate behavior
- Assists in the development, implementation, and evaluation of restorative programming that ensures students adhere to the code of conduct
- Participate in stakeholder conferences to develop scholar action plans

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School-Wide Leadership

- Supports the mission, vision and values of Paul Public Charter Schools
- Fosters an environment and culture which promotes respect, responsibility and trust.
- Adheres to the policies and procedures of Paul Public Charter Schools
- Takes on other duties and responsibilities as assigned.
- Participates in and contributes to the Leadership Team

General Qualifications, Skills, Knowledge and Abilities

- Ability to communicate effectively to achieve assigned duties
- Proven leadership skills and experience –
- Passion for quality education and high expectations for all students
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.

Education and Experience

- High school diploma or equivalent required, some college preferred.