

Yuba County Office of Education

YOUTH ADVOCATE COORDINATOR

DEFINITION:

Under general direction and guidance of the Assistant Superintendent and in collaboration with juvenile hall and probation administration the Youth Advocate coordinates outreach and transition activities to prepare youth and their families for successful transition from Court & Community school to comprehensive school, or college and career programs. The Youth Advocate acts as an advocate for and a liaison between students, families and local community and service organizations. The Youth Advocate will also mentor and coach students to set personal and professional goals.

DUTIES AND RESPONSIBILITIES:

Establishes a positive working relationship with administrators, faculty, staff, students, community members, local law enforcement agencies, and other government agencies.

Develops a strong rapport with students; acts as a role model to empower youth to discover their strengths, talents and encourages positive ways to use them.

Plans, conducts and coordinates youth gatherings, activities and workshops outside of school within the community to expose students to new positive opportunities.

Communicates regularly with School Administration, Student Resource Officer, Probation Officers, and other local law enforcement agencies and representatives.

Maintains active membership on the Positive Behavior Intervention and Supports (PBIS) team, and supports full implementation of the school site's PBIS system.

Assists pupils in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques and participates in the training of pupils and staff in conflict resolution strategies and mediation techniques.

As directed by the Assistant Superintendent or designee intervenes appropriately in situations likely to result in disruption or injury and sets appropriate consequences for pupil conduct.

Maintains awareness of and proactively responds to situations likely to disrupt the educational process; mitigates conditions hazardous to the health and safety of students, the public, and staff (i.e. gang tensions, substance abuse and mental and emotional health concerns).

Notifies administrator, as appropriate, of gang activities on or near campus and communicates with school and juvenile hall staff; reports hazards or unsafe conditions on school property to principal or designee.

In coordination with school and juvenile hall administrators, provides technical assistance and training for staff and students surrounding best practices, safety policies and procedures (i.e. Catapult EMS, lockdown trainings, fire drills, earthquake drills, etc.)

Prepares and maintains a variety of required state and local incident and statistical reports, records, and files including but not limited to school safety plans, discipline logs, etc.

Adjusts schedule to accommodate assignments to a variety of student activities including college campus visits, career experience and field trips.

In coordination with the Assistant Superintendent participates in parent/student home visitations and when necessary and appropriate assists with transporting students to school.

Acts as a liaison between site and home; may conduct home visits to enhance school/home relations, address truancy issues and/or connect families to community resources.

Assists the Assistant Superintendent with composing and monitoring district service agreements, compiling and analyzing data related to program needs including demographic reports, student attendance records, student performance results and other pertinent programs data, providing support services to young adults (16-21 years old).

EDUCATION AND EXPERIENCE

Possession of a Bachelor's degree in job related field or experience and training in the field may be considered equivalent to formal education and experience.

A minimum of three years' work experience working with at-risk or gang affiliated youth is preferable. College coursework in Psychology, Sociology, Child Development, Juvenile Justice or related discipline is preferable. Some positions may require bilingual verbal, written and translation skills.

KNOWLEDGE OF, ABILITY TO, AND SKILLS:

Ability to plan, develop, implement, and evaluate education programs; ability to plan, develop and conduct workshops and training sessions; interpersonal skills to work cooperatively and effectively with individuals and groups; office staff, students, the public and law enforcement; ability to effectively transmit knowledge and skills to others; skills to develop measurable goals and objectives, set priorities and evaluate progress toward achievement. Ability to communicate orally with parents and students; operate two-way radio equipment; react quickly and appropriately in emergencies. Write required reports clearly and concisely work effectively with office staff, students, the public, and peace officers. Think clearly and logically, use good judgment, and make quick decisions in emergency situations.

LICENSES AND CERTIFICATES:

Valid California Driver's License

02/08/18