

Chula Vista PROMISE NEIGHBORHOOD



South Bay Community Services

Title: Academic Advocate

Reports to: Respective Program Director from elementary to high school grades

Based at: Respective School Site within the Castle Park area

Job Purpose:

The Academic Advocate serves as a conduit of Chula Vista Promise Neighborhood's program culture, mission, goals, objectives, and theory of change with elementary students in grades 7-12. The Academic Advocate works directly with parents and students to support their academic efforts and encourage their success. Academic Advisors integrate a college-bound culture of learning and relentless advocacy for CVPN community members into all aspects of support. The Academic Advocate is a cultural broker within the community and will remain abreast of all needs, concerns and events occurring within the community by aligning themselves intimately with the catchment area. The Academic Advocate will provide education and support to students, parents and community members. This role is simultaneously that of an advocate as advisors will go to the homes of all absent students to retrieve them and bring them back to school. Because this role requires extensive outreach in the community, advisors must be willing and able to advocate directly in the community.

Key Responsibilities and Accountabilities:

1. Provides information regarding academic planning, post-secondary education opportunities, college entrance requirements, scholarship and financial aid resources;
2. Coordinates and administers standardized preparatory exams;
3. Conducts parent/student conferences;
4. Assists students with any academic challenges by enrolling them in appropriate after-school courses, providing them with tutors, etc;
5. Responds to inquiries regarding educational programs;
6. Plans awards, incentives and special programs;
7. Assists with the coordination of a variety of available resources such as ROP, vocational education classes, community colleges, adult learning centers, and College and Career Planning Center;
8. Works closely with counseling staff to make community referrals;
9. Promotes positive school, parent, and community relationships;
10. Monitors attendance and progress of all students on a regular basis;
11. Commutes to student homes when students are absent or to address any challenges;
12. Provides support and education to parents regarding educational and extracurricular development if/when necessary;
13. Maintains program documentation as required by CVPN and its funding sources;
14. Participates in all required orientations, trainings, staff meetings and monthly collaborative meetings;
15. Adheres to all CVPN personnel policies and procedures; and
16. Performs other duties as assigned and required by the Program Coordinator.

Qualifications:

Bachelor's degree in child development, social work/services, or related field Required; Knowledge of early child development and learning theories is desired. 2 years experience working in a community, school or neighborhood based service organization preferred. Knowledge in the areas of academic support, outreach, community education, youth development, social justice, and advocacy. CPR/ First Aid Certification is a plus. Must possess the ability to work with a diverse cultural population. Bilingual (English/Spanish) required. Knowledge or familiarity with the Castle Park area of Chula Vista is desired.

We are an equal opportunity employer. Employment selection and related decisions are made without regard to gender, race, age, disability, religion, national origin, color, sexual orientation or any other protected class.