

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
 July 2019

SECTION I: GENERAL INFORMATION

Position Title: Academic Advocate	Department: Alternative Learning Center
Immediate Supervisor's Position Title: Director of Alternative Learning Center	FLSA Status: Exempt
Band/Grade/Subgrade: D – 6 - 2	Bargaining Unit: NEA-teachers' bargaining unit
Job Summary: .5 Academic Advocate for ALC students and families	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Working with students on academic support and skills
Percent of Time:	80	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	2	Statement of duty/responsibility: Communication with staff and families
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	3	Statement of duty/responsibility: Other applicable duties as assigned
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) B.S. required				
less than high school diploma				Major field of study or degree emphasis: Secondary teaching license in any subject area				
High school diploma or GED.								
1 year college			2 years college					
3 years college		X	4 years college					
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:				
2nd year graduate level								
Doctorate level								

Required Work Experience in Addition to Formal Education/Training: experience working with at risk youth preferred

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Secondary teaching license, any subject area
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: communication; organization; problem solving skills; able to use computer programs such as email, spread sheets, google suite
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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Classification History: