

## **SCHOOL ADVOCACY SPECIALIST (SPANISH & ENGLISH)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing assistance and advocacy to improve academic and social functioning of current and former ENL (English as a New Language) students and their families, as well as assist other non-English speaking parents across the School District. In the school, the incumbent helps to address daily communication needs, including problems such as truancy, behavior problems and reporting academic progress. The incumbent also acts as liaison between students, homes, schools, and other agencies. Work is performed under the general supervision of a higher-level employee. Supervision is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Interprets and translates any school communication for students and parents, including but not limited to school lunch applications, emergency dismissal forms, signing up for after school activities, sports, music events, field trips, PTA activities, requests for special permission, volunteer applications, special education documents, etc.;

Interprets and communicates verbally, in person and over the phone, regarding any and all school-related business, such as transportation issues and health office calls for the nurse (immunizations, sick students, accidents etc.);

Interprets at parent-teacher conferences regarding student academic progress, behavior, interpretation and assessment results;

Travels between buildings within the district in order to provide services and support for students and parents;

Interprets at CPSE (Committee on Preschool Special Education) and CSE (Committee on Special Education) meetings in person or virtually, regarding annual reviews, initial eligibility meetings, as well as program reviews;

Coordinates bilingual evaluations with parent, Special Education Office and BOCES, including student social history, and explanation of consent forms and processes;

Registers incoming English Language learners by filling out registration forms and communicating required documents and procedures;

Provides interpretation services for guidance counselors, social workers, psychologists, principals and instructional staff;

Answers questions, complaints and concerns from parents in person or over the phone;

Collaborates with staff to meet the needs of students and families;

Interprets mailings sent home;

Makes referrals to community resources as needed;

May interpret during open house and other evening events as necessary;

Participates in home visits as necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good telephone and face-to-face communication skills; good knowledge of services provided by the school district; good knowledge of common practices and procedures employed by the school district; working knowledge of available community facilities and resources; working oral language proficiency in the Spanish and English language with understandable, smooth expression at a conversational level of communication; ability to communicate effectively both orally and in writing, in Spanish and English; ability to establish and maintain effective relationships with students, parents and school district personnel; ability to follow and understand oral and written directions; maturity; tact; resourcefulness; social and cultural perceptiveness.

**MINIMUM QUALIFICATIONS:** Either:

A. Possession of an Associate's Degree; **OR**

B. Two (2) years of full-time paid work experience in human services; **OR**

C. An equivalent combination of training and experience as indicated in A and B above.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement 1:** Incumbents in this position must have a working oral language proficiency in the Spanish and English language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

**Special Requirement 2:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.