

# Student Success Advocate

## Position Details

Class Code: 4220

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 49 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, identifies, monitors, and assists in resolving student attendance/academic concerns.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintains open communication, interaction, and transparency between school staff, students, and parents/guardians to identify barriers affecting student attendance/academics; provides appropriate intervention.
2. Interprets compulsory education laws and Clark County School District attendance regulations to students and parents/guardians.
3. Suggests resolutions to students and parents/guardians regarding school attendance, behavior, and academic problems. May require home visits.
4. Monitors, compiles, and maintains caseload reports for appropriate school personnel and other agencies (Parole and Probation, Juvenile Court Services, Metropolitan Police Department, youth employment agencies, and other community agencies) to verify student enrollment/attendance before and after referrals by the school.

5. Reports incidents concerning suspected child abuse, neglect, hazardous health conditions, and substance abuse to school administration and juvenile authorities.
  6. Informs local businesses and community agencies of school programs to gain their support for student success.
  7. Encourages student and parent/guardian participation in school activities.
  8. Transports students and parents/guardians to/from their home for illnesses/injuries, Operation School Bell, and other school-related needs.
  9. Assists in coordinating school/social events (family participation activities, student council, human relations activities, school newsletter, student store, guest speakers, etc.).
  10. May serve as liaison between the District and other agencies.
  11. May be required to respond to emergencies outside of assigned work schedule.
  12. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves assisting students, parents/guardians, and school staff in resolving student attendance/academic concerns.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of assertive discipline and positive parenting skills.
2. Knowledge of Nevada laws and District regulations, procedures, and practices related to student attendance.
3. Knowledge of CPR/AED and Universal Precautions.
4. Ability to maintain confidentiality of information.
5. Ability to communicate effectively, develop rapport, and gain cooperation of students, parents, and school personnel.
6. Ability to judge when to act independently and when to refer situations to an administrator.
7. Ability to judge potentially dangerous situations and respond appropriately.
8. Ability to encourage students to maintain good attendance throughout the school year.

9. Ability to recognize/appreciate cultural differences, and maintain respect for different cultural backgrounds.
  10. Ability to interpret and explain District policies/procedures related to the position.
  11. Ability to learn basic computer applications.
  12. Ability to prepare and deliver accurate written/verbal reports, and review/interpret the reports of others.
  13. Ability to learn student, parent/guardian, and staff names/faces.
  14. Ability to recognize and report hazards and apply safe work methods.
  15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years' coursework (minimum 48 credits) from an accredited college/university in related fields (education, criminal justice, sociology, psychology, child development, etc.), and one (1) year of experience in school/community settings working with students at risk of school failure; or, Three (3) years' experience in school or community settings working directly with at-risk students, assisting with intervention/resolution of student attendance, academics, and behavior difficulties, etc.
3. Employees selected for this position in a Title I School, and working directly with students in an instructional capacity, must meet the minimum requirements to be considered "Highly Qualified" as defined by the federal No Child Left Behind Act. This includes a minimum of 48 credit hours from an accredited college/university, or a passing score on the Educational Testing Service (ETS) ParaPro assessment.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

4. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. College transcript(s) from an accredited college or university, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
  5. Safe driving record.
  6. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
  7. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District schools (offices, classrooms, corridors, libraries, cafeterias, playgrounds/ball fields, gymnasiums), home visits, agencies, etc.

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## **Work Environment**

### **Strength**

Light – exert force up to 15 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or

over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office settings to work outside with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery, (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, copiers, computers, fax machines, telephones (office, handheld, pagers), etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/08/24
- Created: 07/01/88