



## North Cook Regional Office of Education/ Intermediate Service Center

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### **Position Title: Student Advocate Alternative Learning Opportunities Program Coordinator (SA ALOP Coordinator)**

**Note: Two positions available: Middle School Coordinator and High School Coordinator**

#### **Description:**

This is a full time, year round, student support position working for the North Cook Regional Office of Education/Intermediate Service Center in collaboration with several districts in the North Cook Region. Specific work schedule to be developed in collaboration with Director of Student Services based on school and North Cook calendars. This is a non-certified position working with the School Based & North Cook Intermediate Service Center team. The SA ALOP Coordinator will supervise Student Advocates across the North Cook region in collaboration with district high schools or middle schools and report to the Director of Student Services primarily in a school and office environment.

#### **Job Summary:**

- In collaboration with Director of Student Services and school personnel, recruits, hires and onboards Student Advocates
- Supervises, evaluates and supports Student Advocates in either Middle School or High School settings
- Coordinates the processes between Student Advocates and School MTSS teams for student referrals and works with Advocates to organize and manage caseloads across school based advocates
- Supports Student Advocates in the development of student success plans, student goal setting and the collection of appropriate data
- Facilitates weekly team meetings and case reviews and assists in program design and development
- Schedules, plans and participates in family outreach visits and family engagement events to promote family participation in the student's learning experiences and conducts home visits if needed
- Creates monthly data report for school staff and facilitates data collection for state reporting and program advancement
- Monitors program implementation focusing on maintaining program integrity and meeting district needs
- Facilitates ongoing collaboration with home school staff to help align SA ALOP procedures with existing school policies
- Participates in planning and delivery of professional learning and provides daily technical assistance to Student Advocates
- Oversees budgets and purchasing of supplies and materials for Student Advocates

#### **Preferred Skills:**

- Ability to provide leadership and model desired characteristics of Student Advocates in all professional relationships
- Capacity for and experience in staff supervision and evaluation while providing professional growth opportunities
- Experience in mentoring beginning educators or beginning career professionals
- Strong commitment to serving high need, at-risk and historically underserved students in middle and/or high school
- Experience in working with community agencies in providing support networks to assist students and families; experience supporting public school students in grades 6-12 is preferred

- Possess strong problem-solving, organizational and budgetary skills
- Advocacy skills, including the ability to negotiate, compromise and confront conflict professionally, ensuring a collaborative problem-solving, win-win mindset
- Ability to cooperate and communicate effectively with students, families and school personnel
- Ability to work collaboratively and independently in a variety of settings and communicate effectively across a broad spectrum of stakeholders
- Spanish speakers are highly preferred

**Qualifications:**

Candidates should have a bachelor’s degree and experience supporting historically underrepresented youth in middle school and/or high school. Master’s Degree is preferred.

**Salary, Benefits and Working Conditions:**

The SA ALOP Coordinator will earn a salary of approximately \$75,000-\$85,000 depending on experience, skillset and level of education. This position includes the following benefits:

- Individual Health insurance, PPO or HMO, Blue Cross Blue Shield (employee paid family insurance option)
  - Vision
  - Dental, MetLife
- Life insurance, MetLife – 1x annual salary and \$50,000

Retirement benefits for this position are facilitated through the Illinois Municipal Retirement Fund (IMRF). As a 12-month employee, you will receive 12 vacation days (adding one day annually up to 20 maximum), 12 sick days, and 2 personal days. Also, NCISC observes Federal and State holidays (4th of July, Labor Day, Indigenous Peoples’ Day, Veterans’ Day, Thanksgiving Break (3 days), Christmas Day, New Year’s Day, Martin Luther King Jr.’s Birthday, Presidents’ Day, Good Friday-Observed, Memorial Day and Juneteenth).

The NCISC takes great pride in its reputation for professional educational service and support to the educational professionals, students and their families in our region and beyond. The North Cook Intermediate Service Center is an equal opportunity employer.

**Application Procedure:**

Individuals interested in applying for this position must complete the online application in its entirety, including a cover letter, resume, and a list of at least three professional references.

For questions regarding the position, please contact Dr. Allison Slade, Director of Student Services, at either [aslade@ncisc.org](mailto:aslade@ncisc.org) or 847-803-5606.