



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

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### **Position Title: Student Advocate**

#### **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 a specific North Cook District that will be identified upon hiring. This role will begin on August 1st, 2023. Specific work schedule to be developed by the 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 Student Advocate works directly with students in a North Cook School District and reports to the Director of Student Services primarily in a school environment.

#### **Job Summary:**

- Maintains a caseload of 25-32 students in grades 6-8 or grades 9-12, based on school placement.
- Works with students, families and the educational support team in establishing/writing success plans setting realistic goals, schedules and plans for monitoring student academic and social/emotional success
- Monitors attendance, behavior and grades and is a first responder in the event of student' crises; maintains accurate records of student engagement & interactions
- Schedules, plans and participates in family outreach visits and family engagement events to promote family participation in the student's learning experiences and conducts wellness checks if needed
- Connects students' and families' to additional support services as needed and acts as a liaison to service providers
- Supports all school based initiatives actively and engages with all staff and administration to promote student success. Attends all staff meetings & student problem-solving and staffing meetings as needed

#### **Preferred Skills:**

- Strong commitment to serving struggling 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 and organizational skills; willingness to persist with students
- Advocacy skills, including the ability to negotiate, compromise, and confront conflict professionally
- Ability to cooperate and communicate effectively with students, families, and school personnel

#### **Qualifications:**

Candidates should have experience supporting historically underrepresented youth. A Student Advocate should provide students with a positive pattern of engagement at school, fuel motivation, and foster development of the life skills needed for graduation and post high school learning and careers. Spanish Speakers and those with a BA are highly preferred.

**Salary, Benefits and Working Conditions:**

The Student Advocate will earn a salary of approximately \$45,000 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.