

JOB DESCRIPTION

SUCCESS ADVOCATE

JOB SUMMARY:

The Success Advocate is responsible to provide behavior intervention services in all classroom environments as well as defining appropriate outcomes for teaching teams, children and parents on the basis of developmentally appropriate practices. The Success Advocate will work in collaboration with the Administrative Team to reduce the number of work hours lost by parents due to severe and disruptive behaviors which occur in the learning center.

RESPONSIBILITIES AND DUTIES:

The Success Advocate shall work in close collaboration with the Administrative Team and report directly to the Learning Center Director. Duties may include, but are not limited to the following:

- ◆ Ensure all classroom environments are in compliance with Licensing and Step Up to Quality rules, regulations and guidelines at all times.
- ◆ Set goals for each classroom environment in regards to behavior intervention strategies in cooperation with the Learning Center Director and assure goals are met as assigned.
- ◆ Support and guide teaching teams in planning, implementing and supervising developmental activities that sustain the health, safety and progress of each child.
- ◆ Assist the Administrative Team in serving as a liaison with parents and staff to provide support and information linking to other community resources.
- ◆ Represent the center in the community as assigned.
- ◆ Maintain sensitive and confidential records and reports.
- ◆ Provide support for families and work to develop a stronger family unit.
- ◆ Identify any underlying causes or triggers of negative behaviors and assist child and family to overcome them.
- ◆ Identify and follow through in reporting any social concerns to the appropriate outlet.
- ◆ Collaborate with community service providers, administrative staff and teaching staff in carrying out regular meetings to discuss immediate needs or concerns for children and families.
- ◆ Define appropriate outcomes for parents to achieve healthy parent-child interactions.
- ◆ Help to ensure participation in supporting and strengthening families.
- ◆ Assure all required documentation and record keeping is completed in a timely manner and records are maintained appropriately.
- ◆ Attend general staff and administrative meetings.
- ◆ Conduct meetings with teaching staff as the need arises based on current intervention trends.
- ◆ Work with other staff to help plan and manage family functions.
- ◆ Ensure that environments are in compliance with Licensing and SUTQ at all times
- ◆ Plan & make arrangements for fieldtrips with input from teachers
- ◆ Define appropriate outcomes for parents to achieve healthy parent-child interactions
- ◆ Provide formal observations of teachers to the Assistant Director as needed
- ◆ Research current trends in child development/ education and put into practice as appropriate.
- ◆ Assure classroom screenings, ASQ and ASQ-SE, are completed in a timely manner and score the screenings accordingly.
- ◆ Perform other duties as assigned.

PREFERRED EXPERIENCE

- At least a two year degree in a related field
- A minimum of two years' experience in a supervisory role.
- A basic understanding of the scope and practice of behavior intervention.
- Experience related to Licensing Rules & Regulations as well as Step Up to Quality.



JRC Learning Center

2213-14th Street NE
Canton, Ohio 44705-1925

phone: 330.452.8376
fax: 330.452.1137

www.JRCcares.org



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Child Care • Preschool • 6 weeks – 12 years



PERSONAL REQUIREMENTS

- Professional in appearance and attitude.
- Excellent human relation skills.
- Ability to exercise discretion and good judgment and maintain confidentiality.
- Excellent oral and written communication skills.
- Possess cultural awareness and sensitivity.
- Demonstrate dedication to the position, the agency and the community.
- Demonstrate professional work habits including confidentiality, respect for all people, time management, independence and teamwork.
- Demonstrate sound work ethics and recognizes potentially unethical practices
- Be consistent and fair.
- Be flexible.

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

- Competency in MS Word, Excel and Outlook.
- Strong organizational and presentation skills.
- Supervisory skills.
- Analytical and problem solving skills.
- Stress Management skills.
- Stay current on community/social trends that may affect families and/or staff

WORKING CONDITIONS

- May be required to lift, carry and manage equipment and supplies.
- May spend long hours sitting and using office equipment and computers.
- May be involved with a number of projects at one time or interrupted frequently.
- May find the environment to be noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
- Must be prepared to deal with emergencies and stressful situations at any time.

X _____
Employee Date

X _____
Learning Center Director Date