

Innovative Educational Programs, LLC

287 Childs Road
Basking Ridge, NJ 07920
908-630-9600

Job Title:	Home School Advocate	Job Category:	Clerical		
Location:	Pathways Academy Charter School	Job Code:	IEP – Detroit, MI		
Level:	Experienced – Non-Manager	Position Type:	Full Time (12 months)		
Salary:	Varies with experience	Exempt:	Yes		
Travel Required:	No	Non-Exempt:	No		
Reports To:	Principal/Director and other appropriately certified superior	External Posting URL:	lcheval@ieponline.com		
Hours of Work:	Monday through Friday: 8:30AM-3:45PM				
Innovative Educational Programs, LLC 287 Childs Road Basking Ridge, NJ 07920		Pathways Academy Charter School 11322-40 East Jefferson Avenue Detroit, MI 48214			
Job Description					
Overall Responsibilities: Assumes professional responsibility for providing specialized learning experiences and supervision of students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards as outlined in the Individualized Learning Plan (ILP) for the student, using approved curricula and directives of the school. Achieving academic excellence requires that the advocate work collaboratively with other members of the school staff, as well as with and the parents of each student. Home School Advocate - Key Tasks and Responsibilities • Available to meet in person with assigned pupils, as needed, to conduct social interventions, to proctor final examinations, and to provide academic and social support. • Provide strategies to support student success • Maintain and document weekly (at least) two-way communication with student • Establish contact hours/office hours • Manage curriculum system and prepare reports as requested • Support pupil accounting requirements • Primary contact person for student/families • Liaison between student and district staff • Contact person for online teachers • Proctor tests/exams as required • Assign grades • Other duties as assigned					

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Skills and Attributes:

1. Demonstrate knowledge in the area of effective teaching methods.
2. Ability to maintain a positive learning environment
3. Strong interpersonal, organizational and communication skills

Education/Certification/Experience:

Associate's Degree or some college in Education or related field preferred

2 plus years of experience in the educational field

Require criminal history background check and proof of U.S. citizenship or legal resident alien status

Reviewed By:	L. Cheval	Date:	October 2, 2024
Approved By:	M. Shawver	Date:	
Last Updated By:	L. Cheval	Date/Time:	October 2, 2024

I certify that I have read, fully understand and accept the terms of the foregoing job description.

Employee Name ' / /

Date