



Job title: K-5 Student Advocate

Location: EXCEL KIDS ACADEMY

The K-5 Student Advocate will bring a passion for the mission of Excel Kids Academy, with an understanding and respect for the diverse culture of all the students, and experience working in a school setting with a love for children. We want our students to explore the world around them through exposure through a range of disciplines—from math, science, and technology to social studies and the arts. Our students participate in fun fitness activities, playing a variety of sports and even learn the basics of health and nutrition. The ideal candidate is responsible for the development, general supervision, and management of a class of students. The duties and responsibilities of the Advocate include the following:

Principle Duties and Responsibilities

1. to assist in planning and preparing the learning environment and preparing needed materials and supplies
2. to create and develop lessons according to funder standards
3. to promote the academic, social and personal success of assigned students
4. to lead assigned students in various planned activities
5. to participates in the arrival and dismissal of students & to take daily attendance of students
6. to work directly with students in all of their activities (i.e. arts, dance, sports, etc.)
7. to assist in the completion of homework, test prep, and school applications
8. to coordinate the ordering of the supply request for various activities
9. to establish an open line of communication with parents and day-time school staff
10. to work with Certified Teacher to assist with the implementation of student-centered lessons based on state standards
11. to continually collect and track data in a timely manner.
12. to assist with the upkeep of the classrooms
13. to participates in staff meetings and supervisory conferences as scheduled
14. perform other duties as assigned

Education and Experience:

Associate's degree or equivalent experience and with at least 1 year of experience working in youth development

Must have knowledge of the Florida school system

Ability to effectively engage students

Creative, patient, motivated and well organized

We offer competitive salaries. To be considered, interested applicants must apply online at www.excelkidsacademy.com. No telephone inquiries or recruiters, please. Replies will only be sent to qualified applicants. Excel Kids Academy is an EOE.

Position Type: Part-time