



Educational Advocate Job Description

Role Overview

Educational Advocates (EAs) walk alongside a caseload of youth in foster care or other at-risk situations. EAs create individualized educational success plans, help students navigate school systems, coordinate with key adults in their lives, and guide them toward realistic postsecondary pathways. EAs are employees of Boosted Diplomas and work collaboratively with partners while being fully supported and supervised by Boosted personnel.

Key Responsibilities

Student support and advocacy

- Build trusting relationships with youth and meet with them regularly.
- Meet students where they are — their homes, after-school programs, community sites, treatment facilities, or schools.
- Develop and maintain individualized educational success plans tailored to each student's strengths and graduation pathway.
- Advocate for appropriate placements, services, and school stability.

Team collaboration

- Coordinate with tutors and Peer Navigators to ensure targeted, effective academic support.
- Communicate clearly with caregivers, caseworkers, Independent Living staff, school counselors, and teachers.
- Attend school meetings to engage staff, advocate for supports, and participate in IEP/504 processes.

Academic planning and postsecondary guidance

- Review transcripts, credits, and schedules to keep students on a clear path to graduation.
- Guide youth through understanding college and career pathways and connect them to partner programs through warm handoffs.
- Help students understand needed assessments and the steps required to complete them, while partners and students handle the tasks themselves.

Caregiver partnership and documentation

- Coach caregivers on educational support practices and communication with schools.
- Maintain consistent documentation, data, and progress notes; participate in training and team development.

Documentation, data tracking, and reporting

- Submit **regular and accurate grade updates, status updates, detailed notes, and ongoing reports** as part of Boosted Diplomas' extensive data tracking model.

- Maintain up-to-date information on **grades, GPA, attendance, behavior, school involvement, and progress toward goals**, ensuring the organization can monitor outcomes and respond proactively.

Qualifications

Required

- BA/BS in Education, Counseling, Social Work, or related field.
- K-12 education, counseling, social work, or youth-focused experience involving academic planning or case management.
- Knowledge of support systems (IEPs, 504s, MTSS/RTI) and Nevada graduation pathways.
- Trauma-informed practice with strong boundaries and professionalism.
- Reliable transportation for travel throughout Washoe County.

Preferred

- Former school counselor, social worker, or educator.
- Experience serving foster youth or systems-involved youth.
- Bilingual English-Spanish.

Compensation

- **Hourly Rate:** \$30-\$45 per hour, depending on experience and qualifications.
- **Workload Expectation:** Approximately **2 hours per student per week**, including meetings, coordination, documentation, and planning.
- **Typical Caseload:** On average, **8 students** once fully staffed.

Estimated Weekly & Annual Earnings with a Full Caseload

- **Low end:** 8 students × 2 hours each × \$30/hr = **\$480 per week**
 - Approx. **\$24,960 per year** (assuming 52 weeks)
- **High end:** 8 students × 2 hours each × \$45/hr = **\$720 per week**
 - Approx. **\$37,440 per year**

These figures represent expected compensation at a standard caseload and may vary based on actual hours worked, student needs, and program growth.

Schedule and Work Environment

A blend of in-person and remote work, with **in-person engagement as the clear priority**. EAs meet students primarily in the environments where they naturally are and attend school-based meetings to collaborate with teachers and staff. Remote documentation and virtual meetings supplement in-person work.

Reports to the Executive Director or designated Program Manager.

How to Apply

To apply for the Educational Advocate position with Boosted Diplomas, complete the EA position application online at <https://www.boosteddiploimas.org/apply-advocate>. If you have any questions or would like more information, please reach out to **Jenny Kehoe** at info@boosteddiploimas.org.