



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Director of Educational Advocacy

Department:	Specialized Support	HR Approved:	June 4, 2026
FSLA Status:	Full-Time, Exempt	Reports to:	Senior Director of Specialized Support

Summary of Position

Educational Advocates provide educational support and advocacy to youth in foster care and those The Educational Advocate plays a critical role in providing educational support and advocacy for youth in foster care, those adopted from foster care, and children in guardianship arrangements from the foster care system. Serving as a key resource for caregivers, educators, and child welfare professionals, the advocate works to ensure that each child's educational needs are met, empowering families to navigate complex systems effectively.

The Director of Educational Advocacy will provide direct supervision to program staff. The Director will ensure successful outcomes by working with staff to achieve deliverables, overcoming institutional barriers, and encouraging strong collaboration internally and among community partner agencies. Other responsibilities include case record review, network building, and supporting execution of specific educational plans. The Director will be charged with ensuring program fidelity while also looking for opportunities to create program efficiencies. Through all of this, the Director of Educational Advocacy helps create a work environment that inspires trust, professionalism, teamwork, and creativity.

Essential Functions & Responsibilities

As a member of the Coalition's Leadership Team, the individual who holds this position must demonstrate the ability to:

- Provide constructive and strategic feedback to the Leadership Team.
- Facilitate decision-making and communications within and between internal and external constituents and professionals for the development and enhancement of the organization.
- Direct and develop people
 - Willingness to initiate difficult discussions.
- Shape positive organizational culture.
- Evaluate and monitor team and agency-wide progress towards annual goals and objectives.
- Drive execution.
- Have vision and see the big picture (especially when things get challenging).
- Demonstrate emotional, professional and emotional maturity; introspection.

Address

1750 S Brentwood Blvd., Suite 210
St. Louis, MO 63144

Phone / Fax

Office: 800.FOSTER.3 (314.367.8373)
Fax: 314.241.0715

Website

www.foster-adopt.org



- Stand up and get involved when necessary—strong advocacy skills.

...Lead by example

- Provide direct supervision and support to Education Advocates
- Drive execution of program and agency goals
- Facilitate decision-making and communications within and between teams.
- Initiate difficult discussions

As the immediate supervisor to the Educational Advocacy team, the individual who holds this position must demonstrate the ability to provide:

Leadership & Supervision

- Provide direct supervision and support to Educational Advocates.
- Establish and monitor staff performance and program goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals.
- Drive execution of program and agency goals.
- Facilitate decision-making and communications within and between teams.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

Case Oversight & Assignment

- Monitor and assign new cases.
- Complete internal referrals to agency services such as Family Works, Comprehensive Systems Navigation, Older Youth Readiness, and training opportunities.

Documentation & Data Management

- Complete thorough, professional, and timely documentation (i.e., intake forms, assessment, progress, and activity notes).
- Maintain accurate files and records for each client, including billing.
- Complete daily activity log.
- Keep work calendar current.
- Ability to navigate various software packages to obtain, collect, and track program data in a timely manner as required by funders and/or the Foster & Adoptive Care Coalition.

Training & Outreach

- Provide professional learning for community outreach.
- Receive and respond to training, coaching, supervision, and feedback; works well in team setting.

Communication & Collaboration

- Participate in team and agency meetings and/or individual professional consultations; the majority of these meetings should be attended in person.
- Respond to communication from families and professionals in a timely manner.
- Follow procedures for meeting with, calling, and consulting supervisors.

Professionalism & Conduct

- Possess a high level of professionalism and adhere to strict confidentiality of sensitive information.
- Respect and demonstrate understanding for differences including the ability to interact effectively with individuals regardless of race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability, and socioeconomic status.
- Strong advocacy skills – standing up and getting involved when necessary.

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Education

Master's Degree in education or related field

Experience

Demonstrated experience collaborating with multi-disciplinary teams utilizing innovative strategies to overcome obstacles. Successful candidates will have an in-depth knowledge of the education system. Proven management experience with specific skill in cultivating positive people management is required. Minimum of 5 years working in or with the systems of education and foster care is preferred.

Preferred Skills / Qualifications

- Knowledge of education and child welfare best practices, policies, laws, and procedures
- Ability to communicate verbally and in writing with children, families, and professionals
- Ability to collect and integrate relevant data, and resources
- Ability to support Educational Advocates in service planning and research
- Ability to successfully engage children and families and support them regarding educational concerns
- Ability to identify, work with, and refer to collateral services and supports in the families' communities
- Ability to build rapport with children, families, and professionals during face-to-face and phone contact
- Ability to critically assess educational strengths and concerns
- Ability to use typical office computer programs (i.e., Microsoft Outlook and Word), fax, copier, and cell phone

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics

- This position requires an understanding of diversity (ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- This position requires respect for the confidentiality of the children and families the organization serves.
- This position requires passing background checks (references, Family Care Safety Registry, Form 1-9, etc.).
- This position requires a clean criminal history.
- Must fulfill the responsibility as a mandated reporter in the State of Missouri.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

Organizational Relationships/Scope

This position reports to the Senior Director of Specialized Support. Collaborative consultation is required from all Coalition program teams.

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Working Conditions

- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting to 25 lbs., pulling and/or pushing on occasion.
- This position entails work in the community and office.
- Use of automobiles for local travel to multiple sites including client homes and other community organizations is required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM.
- This position requires flexibility to meet the needs of the family and the agency training schedule. Evening and weekend hours may be required to meet the expectations of this position.

Agency Shared Values

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and colleagues to the following:

- We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- We respect, leverage, and engage everyone's unique strengths and talents so each individual can contribute to their full potential.
- We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes in leadership.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Printed Employee Name:		Date:	
Employee Signature:			

Chief Program Officer:		Date:	
Employee Signature:			

Chief Human Resources Officer:		Date:	
Employee Signature:			

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