Communities In Schools
School Based Site Coordinator Job Description

GENERAL DUTIES: Responsible for overall program management of the assigned CIS site(s). The Coordinator will use the CIS Model to identify and access the needs of at-risk youth, while coordinating human service partnerships to delivered required services.

QUALIFICATIONS: Bachelor’s degree in social work, education, or related field preferred, or demonstrated equivalent experience. A demonstrated passion and commitment to students, families and the community, and in the mission and beliefs of Communities In Schools. An understanding of the education community and educational requirements, regardless of background. Willingness to be part of a team dedicated to reducing the drop-out rate and increasing the success of students. Communication (written and verbal) skills required to work across teams and with multiple supervisors, both on and off site. Must be computer proficient and have a demonstrated ability to plan, organize and report on program activities and accomplishments. Knowledge of community based resources needed to access support systems for students and families. Ability to work with diverse cultural backgrounds. Familiarity with local health and human service agencies. Flexibility, resourcefulness, enthusiasm, and high energy required to be effective in this role. Creativity and willingness to learn and apply new methods. Must have a valid NC driver's license and proof of automobile insurance. Criminal background check required.

SPECIFIC DUTIES:
CIS Model Implementation and Total Quality System
- Coordinate and lead a Site Team, responsible for planning and managing all CIS operations at the site.
- Conduct an annual needs assessment using multiple sources of data, to be used as the foundation for site operations planning.
- Lead the Site Team to develop a comprehensive site operations plan to address identified needs
- Deliver evidence-based services, based on student and school needs, and/or to build and reinforce student assets. These include Level One (school-wide) and Level Two services (case managed).
- Understand and ensure that the site based standards required by the CIS Total Quality System, which defines the frequency and saturation levels of services required, under the guidance of the CIS Program Manager / direct supervisor.
- Regularly – at least quarterly – monitor the progress toward meeting the goals stated in the comprehensive site operations plan, and the progress of individual students, and adjust services as needed. This includes providing regular progress reports as required.
- Regularly and systematically collect required data and report / submit as required.
- Place as a priority, student success.
- Ensure that the family has a role in the support of the student, through home visits, phone calls and other methods of communication that are applicable to the specific family.

Student Services
- Collaborate with school staff to assess, identify and prioritize student needs and make appropriate linkages to needed academic, physical or social services to children in need.
- Provide overall case management and dropout prevention services to an identified group of students – ensuring that their social, emotional, medical and educational needs are addresses – as resources are available at the school / community level.
- With support from the Mentor Coordinator, successfully recruit, train, and retain community volunteers by providing overall scheduling and coordination of volunteer/ student relations. (One-on-one relationship with a caring adult).
- Serve as a communication conduit for fathering / exchanging information.
- Seek to be a valued member of the school community, by pursuing membership on the SIT team, SSMT or other teams/groups within the school that would support the role of the coordinator in meeting the mission of CIS.
- Where offered, coordinate and/or support after-school services offered to students, including CHAMPS, BEST and Club ACE after school programs and after-school clubs.
- Offer and coordinate recognition for all students who show improvement toward goals.
- Coordinate opportunities for students to participate in service-learning, character education, soft skills, marketable vocation skills, STEM, literacy and other areas identified school-wide and by individual students as ways to increase the success of students.
- Link to community agencies to provide support to students, in partnership with school staff (counselor, social worker), such as VSP certificates and public health facilities.

**Parent Services:**
- Connect with parent / guardian at the time of student enrollment. Where possible connect face-to-face.
- Coordinate and support parent involvement activities, engage in efforts to strengthen the number of parents involve in school programming – including partnerships with Title 1 and PTA/PTO.

**Documentation and Record Keeping**
- Confidentiality
- Ensure enrollment of all students supported (other than one time Level 1 services) through the services of the Site Coordinator and CIS.
- Complete required documentation, school and CIS, and maintain confidential and secure files on each student enrolled.
- Maintain an electronic caseload of students and accurate records on each activity
- Facilitate the completion of quarterly and end of year data, including evaluation, evidence files, CIS of Cleveland County internal reporting forms and parent and/or student surveys.
- Keep accurate, updated and complete records on enrollments and progress toward achieving goals as stated in student plans and site plans.
- Work with director supervisor and Executive Director to refine and implement improved systems for documenting CIS activities / program services delivered to all CIS students and their families.

**Staff Relations:**
- Reports to Program Manager and indirectly to the Executive Director.
- Works collaboratively with all CIS staff to maintain a positive CIS image, as an ambassador of the program.
- Understands the mission and goals of CIS.
- Provides program information to the Executive Director and in turn to the Board of Directors to provide a comprehensive overview of services and outcomes.
- Builds relationships with the Board of Directors by linking the partner board member with the school and the program.

**Community Networking:**
- Present the CIS mission, vision and initiatives within the community.
- Provide networking opportunities for volunteers and community partners.
- Provide leadership in securing community resources beneficial in improving student’s physical and academic needs

**Professional Development**
- Complete the Site Coordinator Certification Program and mentor other staff who are completing this training.
- Implement components of the SCCP into the program responsibilities.
- Attend CIS state and national meetings and trainings as appropriate with emphasis on program development, technology and data collection and evaluation.
- Attend training opportunities offered through CCS, including NVCI.
- Engage in training offered through CIS staff meetings, and develop the needed skills to offer peer training.

*I do understand and agree to this job description.*

__________________________________________________
Signature

__________________________________________________
Date