



Site Coordinator – Central Ohio (Spanish-speaking)

Job Title: Site Coordinator
Department: Program
Reports to: Program Manager
Job Type: Full-Time

About Communities In Schools

Making a difference in the lives of students since 1993, CIS of Ohio works IN schools to ensure students have the resources they need. Our mission is to surround students with a community of support to empower them to succeed in school and in life, despite immediate and systemic barriers.

Position Summary

Responsible for the overall planning, implementation and managing of Communities In Schools (CIS) model of integrated student supports (ISS)/wrap-around services to reduce non-academic barriers to student success.

Essential Duties and Responsibilities

In the implementation of the CIS model of ISS, the CIS Site Coordinator will:

- **Conduct the annual School Needs Assessment**, utilizing information and data collected by the school district and individual schools as part of overall school improvement initiatives, surveys and discussions with the school principal and staff, parents and students, and evaluation results from the previous school year.
- **Develop and implement a School Site plan**, that will include measurable objectives, as well as procedures for delivering school-wide services (Tier 1) and targeted and sustained student services (Tier 2 & Tier 3). Monitoring and adjusting services and evaluating and reporting effectiveness of the plan is required. This plan is aligned with the schools Ohio Improvement Process (OIP).
- **Lead and coordinate the delivery of evidence-based services based on best practices and risk factor research.** Accessible school-wide services will be identified and provided to students and families to address school-wide needs and to build and reinforce student assets. Targeted and sustained services will be coordinated and provided for at least 10% of the school population for those students who are identified as having the greatest risk of not being promoted to the next grade and/or eventually dropping out of school.
- **Develop, support, and/or lead a site team that works closely with school administrators, staff and teachers in the implementation of the Communities In Schools model.** The site team may include other CIS employees, volunteers, school staff, and/or community partners. This process will include building and nurturing school and community relationships, and the engagement of volunteers and community partners for the delivery of services to students and the school.
- **Work closely within the school and with school staff to identify students**

most at risk in the areas of attendance, behavior, academics and social-emotional needs. Develop individual student support plans to surround students with a community of support specific to their individual needs for academic success. Obtain parent or legal guardian written consent prior to regular services being rendered.

- **Provide leadership and direction by regularly monitoring and adjusting services** as needed to maximize effectiveness and impact for students, families and the school throughout the year.
- **Evaluate the effectiveness of achieving school and individualized student goals.** The Site Coordinator will utilize and regularly update a systematic data collection plan to evaluate the effectiveness of services in addressing the needs of individual students and achieving school-wide goals.
- **Facilitate and fulfill ongoing and annual reporting requirements** such as: CISDM (CIS Data Management) data entry, monthly status reports, and end-of-year reports, as well as contributing to affiliate level reports for partners, funders, and the CIS national office. Maintain accurate and organized records of case managed students and school services provided.
- **Actively participate in the overall organization and work of Communities In Schools of Ohio** as a collaborative member of the agency team.

Education and Experience

BA/BS/BSW required; Associates degree plus considerable experience may also be considered.

Fluency in Spanish is required.

Minimum 3 years' experience working with at-risk children.

Experience in a school setting is desired.

Previous experience working in a collaborative setting.

Qualifications/Competencies/Skills/Abilities

Flexibility and Initiative are key aspects of this position.

Professionalism:

Exhibits the highest work ethic.

Completes projects on time in an accurate and thorough manner.

Dependability and reliability

Ability to maintain confidences.

Exhibits respect for colleagues, students/families, school staff and community.

Exhibits appropriate and professional body language and dress.

Communication:

Must be fluent in Spanish.

Ability to establish and maintain effective and positive relationships with peers, students/families, supervisors and school administration/staff.

Ability to maintain regular, prompt and ongoing communication with supervisors and administration; responsive to all forms of communication in a timely and appropriate manner.

Excellent verbal and written communication skills.

Ability to effectively present recommendations, evaluations and solutions in a clear, concise manner.

Ability to write and edit reports, and effectively respond to questions from supervisors, students/families and the public both orally and in writing.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions, reports and handle abstract and concrete variables.

Use appropriate body language, tone and terms.

Team Player:

Champion for programs, services and staff of Communities In Schools

Participate in activities and meetings; contribute individual skills and knowledge to increase likelihood of success for colleagues and overall organization..

Assist colleagues when necessary in order to meet client or agency needs.

Collaborate with others to meet deadlines and objectives.

Mentor less experienced staff.

Continuous Improvement:

Accept responsibility for identifying areas for personal growth and knowledge that are relevant to current and/or future client needs.

Participate in quality improvement activities for agency including outcome measurement, impact of service and accountability.

Other Requirements

Must possess a valid Ohio driver's license and automobile insurance; must pass a criminal background check and pre-employment drug screen.

Location of Position

The position is primarily located within a designated school, with the expectation that some time will be spent at the CIS office. Work may be remote for a period of time, depending on school building restrictions.

Benefit Conditions: Waiting period may apply

Only full-time employees eligible

Company's website: www.ciskids.org

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

CIS is an Equal Opportunity Employer