

**Position Title: Reengagement Coordinator – Communities In Schools of Ohio**

**Position Type: Full-Time, Regular**

**Reports to: Varies by school**

**Location: Assigned School(s)**

**About Communities In Schools**

Making a difference in the lives of students since 1993, CIS of Ohio works IN schools and beyond 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.

**Section I – Position Summary**

The Reengagement Coordinator is responsible to provide case management and supportive services for students (and their families) in an assigned school. This position will focus on a specific cohort of students facing significant obstacles that are preventing them from engaging in virtual or in-person learning. The Reengagement Coordinator will work to identify barriers to attendance and academic progress, and provide and connect relevant and accessible services to students and their families with the goal of re-engaging the students in learning and pursuing academic success.

**Section II – Duties and Responsibilities**

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| Re-Engagement Efforts |
| * Work closely with the CIS school site coordinator, building administrators, teachers, and others to identify students who are not engaged in school.
* Engage in outreach efforts to students and their families to identify the obstacles that are preventing the student(s) from attending and/or completing school assignments. This will include home visits, community visits, phone calls, and other means of communication to connect with the student and family. Obtain parent or legal guardian written consent prior to regular services being rendered.
* Develop individual student support plans.
* Identify other obstacles that are impacting academic, behavior, attendance, and social-emotional needs.
* Identify the services and resources available to assist students and families, and identify gaps in service provision.
* Coordinate and deploy basic needs resources and address urgent mental and physical health and well-being needs.
* Coordinate with the principal or staff designee on a regular basis to seek input and report on reengagement progress.
* Monitor and document student and family progress toward goals.
* Gather administrator, parent and student feedback regarding program implementation.
* Evaluate outreach and reengagement effectiveness on an ongoing basis.

Data and File Maintenance and Reporting* Collect demographic information for each identified disengaged student and track this data in an approved format, including but not limited to the CIS data management system (CISDM).
* Establish and maintain accurate and complete student files with appropriate and up-to-date information and documentation per program procedures and guidelines.
* Track all services provided in accordance with program procedures and guidelines, keeping current on data entry and reporting.

Program Service Delivery* Create an individualized action and support plan for each student and family to ensure they have the resources necessary to overcome school engagement challenges and persist in their academic pursuits.
* Design, implement and coordinate an array of programs, services and resources that are designed to reengage students into school and provide support so that the students remain engaged.
* Coordinate in-person and virtual targeted interventions aimed at reengaging students and ensuring student achievement.
* Check-in with students regularly and frequently; understand, recognize and empathize with recent experiences and challenges; work to build strong, trusting relationships.
* Monitor and address the continued engagement of the student(s) and assess engagement levels over time.
* Actively participate in the overall organization and work of Communities In Schools of Ohio as a collaborative member of the agency team.
* Broker/collaborate with outside agencies, businesses, community agencies, volunteers and others to provide direct services or referrals that meet student and family needs.
* Coordinate in-kind donations to support student and family needs and program activities.
* Provide volunteer, community partner, and others orientation regarding CIS program policies and school-based service provision.

Administrative* Attend all meetings and trainings as required.
* Manage timecard, mileage reimbursement and purchase order processes.
* Ensure the timely completion of programmatic reports.
* Plan appropriate expenditures and maintain budgets.
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*The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by CIS management as required and necessary.*

**Section III – Qualifications and Requirements**

* Minimum Bachelor’s degree in Social Work, Counseling or related field required. Related advanced degree preferred.
* LISW, LSW LPC, LPCC, or PCC highly preferred.
* Two or more years related experience working with at-risk populations and cross-cultural environments.
* Initiative, innovation, adaptability, collaboration, organization, and compassion are critical components of the position.
* Proven ability to set priorities and work with minimal supervision.
* Experience working in a collaborative and diverse team setting. Experience in a school setting is advantageous.
* Valid driver’s license and auto insurance; reliable transportation.

**Section IV – Core Competencies**

* Must have a deep care and commitment to the well-being and academic success of children, with a particular focus on high school age students.
* Must be dependable, reliable, accountable, a team player, and people oriented.
* Must project and maintain a professional demeanor in all interactions.
* Ability to articulate program goals in a public setting.
* Must maintain confidences and appropriate boundaries.
* Ability to quickly establish and maintain effective and positive relationships with internal and external colleagues and supervisors.
* Must ensure regular communication in a timely and appropriate manner.
* Must have excellent verbal and written communication skills.
* Must have high stress tolerance and thrive in a high-pressure environment.

*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.*

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