



**Position Title:** School Site Coordinator

**Position Type:** Full time, Regular

### **Position Summary**

**School Site Coordinators** are responsible for the overall planning, implementation and managing of Communities In Schools (CIS) model of integrated student supports (ISS)/whole-child 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 CIS 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 the CIS School Support plan**, which 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.
- Minimum 3 years' experience working with youth from various backgrounds.
- Experience in a school setting is desired.
- Previous experience working in a collaborative setting.

### **Qualifications/Competencies/Skills/Abilities**

#### **Professionalism:**

- Flexibility and Initiative are key aspects of this position.
- 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:**

- 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, 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 away from school supporting other work-related tasks. Work may be remote for a period, depending on school building restrictions.

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.

*Communities In Schools of Ohio is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools prohibits harassment of applicants or employees based on any of these protected categories. CIS is a drug-free workplace.*

*To apply, please send cover letter and resume via email to:*

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