Communities In Schools
Indiana

Position Description

Job Title: Site Coordinator- **Willard Elementary Schools**
Reports To: CIS Program Director
Status: Full Time: 20 hours per week during school year (40 Weeks) No Benefits

SUMMARY
Responsible for overall planning and managing of Communities In Schools (CIS) operations at the schools in the implementation of the CIS model of integrated student supports.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Implementation of the CIS model of integrated student supports:

- ***Engage a school support team that works closely with school administrators, staff and teachers in the implementation of the CIS model.*** The team may include other CIS employees, volunteers, schools staff or faculty and/or other community partners. This process will include the building and nurturing of school staff relations, relationships to school and community and the engagement of volunteers for the delivery of services.
- ***Lead the annual needs assessment process***. This process will be based on data collected by school districts and schools as part of overall school improvement plans, surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- ***Lead the development and implementation of the school support plan.*** The plan will include measurable objectives, as well as procedures for delivering widely available services (Tier I), targeted services (Tier II), and intensive, individualized services (Tier III), monitoring and adjusting services, and evaluating and reporting effectiveness.
- ***Lead and coordinate the delivery of evidence-based services based on best practice and risk factor research.*** The three tiers of support will be provided to help address identified school-wide needs or to build and reinforce student assets. Targeted and individualized services will be coordinated and provided at the school for specific students who are identified as having the greatest risk of eventually dropping out of school.
- ***Monitoring and adjust services.*** The Site Coordinator will lead the CIS school support team in regularly monitoring and adjusting services as needed to maximize effectiveness and impact.
- ***Evaluate the effectiveness at achieving school and student individualized goals.*** The Site Coordinator will lead the CIS school support team in implementing a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- ***Lead the School Support Team in annual reporting.*** Annual end-of-year reports will be provided to school and affiliate leadership which are instrumental in planning services for the following year, as well as contributing to affiliate level reports for partners, the state office (if appropriate) and the Communities In Schools national office.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing 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 Executive Director or Program Director as required.

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QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Aside from having experience in working with school-age children, effective written and verbal communication skills and familiarity with local health and human service agencies a site coordinator must possess the knowledge, skills and personal attributes needed by entry-level professional to support the critical features of positive youth development settings. These core competencies are as follows:

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and shows professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.

EDUCATION and/or EXPERIENCE
Bachelor's degree or demonstrated relevant equivalent experience in education, social work or related field preferred. Must have a valid driver's license and automobile insurance.

LANGUAGE SKILLS
Excellent verbal and written communication skills. Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations. Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.

TRAVEL: Occasional local for home visits, professional development, community and partnership development.

WORK ENVIRONMENT
The position is located at the school building assigned. Regular and satisfactory attendance and punctuality are required. The office space is located in the assigned location in the school.

Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.

Criminal background check required.

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