

Position: CIS Site Coordinator
Reports to: Program Manager
Status: Full-Time, Year-Round Position

The Organization:

Communities In Schools (CIS) of Indiana is changing the picture of education for over 37,000 students in our state every year. Our team of diverse, positive leaders “show what they are made of” each day by helping keep kids in school, eliminate barriers to success and open doors of opportunity. We work across the state of Indiana to provide resources and create communities of caring adults who work hand-in-hand with schools to ensure young people have the tools they need to stay in school and achieve in life.

Communities In Schools of Indiana began in 2014 serving three schools in the Metropolitan School District of Decatur Township. We currently serve over 15,000 students throughout the state and provide intensive, individualized support to over 1,200 students in 25 schools. Communities In Schools is the nation’s largest drop-out prevention organization, serving 1.5 million students across 2,400 sites across the country. We achieve this mission by hiring an innovative, outcome-driven, community- and student-focused team who has passion for what we do. Learn more about our work at: www.cisindiana.org.

The Position:

The focus of the Site Coordinator position is to lead the implementation and management of the CIS model within school site(s) while focusing on: providing best-in-class services to students and schools to remove barriers to student success; ensuring students are effectively identified and served through CIS Integrated Student Supports; and tracking and collecting data to ensure program impact.

The basis of this role is: following processes and procedures as well as meeting deadlines to ensure an effective model implementation at the school(s), completing the work and model implementation at the school, ensuring student and school progress toward goals, building strong relationships within schools, and collaborating with CIS and school leadership as necessary to implement and manage the CIS program.

Essential Functions:

- Build strong relationships within the school and with community partners to carry out the CIS model components, including coordinating a School Support Team that will review school and student data, establish school goals and plans, and analyze data related to the CIS model. Ensure monthly meetings with School Support Team and that the School Support Team and school leadership receive regular progress reports.
- Complete the School Needs Assessment and School Support Plan each year to identify school needs, school improvement initiatives, and stakeholder feedback on areas of strength and growth.
- Work collaboratively with the School Support Team and school staff in identifying students to deliver Integrated Student Support services. Integrated Student Supports are provided to students who need us most to assist in identifying individual student needs, setting individual student goals, and providing the supports/resources needed to assist students in meeting goals.
- Ensure the school and students receiving Integrated Student Support services collectively progress toward goals; students and schools receive the right mix of interventions to meet goals; and students have an accurate goal established.
- Lead and coordinate delivery of school-wide, small group and individual support for students receiving Integrated Student Support services. These supports will be delivered by the CIS Site Coordinator, school staff, and/or community organizations.
- Systematically collect and track school-wide and student data to monitor school and identified student progress.
- Monitor school and student performance and adjust school and student supports as needed to meet goals.

Qualifications

- Bachelors Degree in social work, education, counseling, or related field.
- At least two years experience in case management, preferably with youth.
- Preferred experience in the school setting, working with school/community partners, school presentations, and using data management systems.



Please note that while Communities In Schools of Indiana does offer paid time off, CIS of Indiana does not offer health insurance benefits at this time.

CIS of Indiana is currently hiring for two open CIS Site Coordinator positions.

Please send a resume, cover letter, and three references to info@cisindiana.org with "CIS Site Coordinator Position" addressed in the subject line.

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed.