

**Position Title:** School Site Coordinator

**Location:** TBD School Location

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

**Report to:** Program Director or Program Manager

**Position Summary:**

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.

**Key Responsibilities:**

- 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; Associate degree with significant experience may be considered.
- Minimum of 3 years working with youth from diverse backgrounds. Experience in a school setting is preferred.
- Prior experience working in a collaborative environment is highly valued.

**Core Competencies:****Professionalism:**

- Adaptable, initiative-driven, and exhibits the highest work ethic.
- Reliable, dependable, and able to maintain confidentiality.
- Demonstrates respect for all colleagues, students, families, school staff, and community members.
- Maintains professional body language and attire.

**Communication:**

- Strong relationship-building skills with peers, students, families, and school administration.
- Maintains consistent, prompt communication with supervisors and administration.
- Excellent verbal and written communication skills, capable of presenting recommendations and solutions clearly and concisely.
- Proficient in writing and editing reports, and responding effectively to inquiries from supervisors, students, families, and the public.

**Team Player:**

- Advocate for CIS programs, services, and staff.
- Actively participates in team activities and meetings, contributing to the success of colleagues and the organization.
- Willingness to assist colleagues and collaborate to meet deadlines and objectives.
- Provides mentorship to less experienced staff.

**Other Requirements:**

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