



**Position Title:** Site Support Coordinator

**Location:** Multi-School Sites

**Employment Type:** Full-Time

**Position Summary:**

The Floating Site Coordinator is responsible for sustaining and overseeing the Communities In Schools operations in collaboration with Site Coordinators across multiple school sites. This role requires the ability to quickly immerse themselves in each school environment, easily build relationships, take initiative, and pivot as needed to cover for Site Coordinators during their parental leave, short-term disability (STD), long-term disability (LTD), or other absences. The Floating Site Coordinator ensures fidelity and continuity of services by stepping into the lead role as necessary to support the implementation of the Communities In Schools model of integrated student support.

**Key Responsibilities:**

- Assist Site Coordinators in completing their annual School Needs Assessment process. This involves collecting and analyzing data from various sources, including school district data, school improvement initiatives, surveys, and discussions with principals, staff, parents, and students, as well as evaluation results from the previous school year.
- Support Site Coordinators in developing and implementing their School Site Plan, which includes measurable objectives and procedures for delivering school-wide, targeted, and sustained services. This includes monitoring, adjusting services, and evaluating and reporting effectiveness.
- Assist in building and leading site teams that work closely with school administrators, staff, and teachers in implementing the Communities In Schools model. This includes fostering school and community relationships and engaging volunteers and community partners to deliver services.
- Help coordinate and deliver evidence-based services based on best practices and risk factor research. Provide school-wide services to address identified needs and build student assets. Focus on targeted services for at least 10% of the school population identified as at risk of not being promoted to the next grade or dropping out.
- Work with collaborating schools to identify students most at risk in areas such as attendance, behavior, and coursework. Develop individual student plans as needed to support their academic success, securing parental or guardian consent for services.



- Assist in evaluating the effectiveness of school and student progress toward specific goals. Utilize and regularly update a systematic data collection plan to assess the impact of services on individual students and school-wide goals.
- Support Site Coordinators in fulfilling ongoing monthly and annual reporting requirements, including CISDM Data Entry, SEL assessment and intervention initiatives, school-specific data entry, and End-of-Year Reports. Maintain accurate and organized records of case-managed students and services provided.
- Perform other duties as assigned or requested to support the organization's mission and objectives.

### Core Competencies:

- **Professionalism:**
  - Exhibit the highest work ethic, completing assignments accurately and thoroughly.
  - Maintain confidentiality.
  - Establish and maintain effective, positive relationships with peers, students, families.
  - Ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret extensive instructions and handle abstract and concrete variables.
- **Communication Skills:**
  - Present recommendations, evaluations, and solutions clearly and constructively.
  - Demonstrate excellent verbal and written communication skills.
  - Effectively present information and respond to questions from supervisors, students, families, and the public.
  - Communicate positively, consistently, and constructively.
- **Team Player:**
  - Assist colleagues as necessary to meet client or agency needs.
  - Collaborate with others to meet deadlines and objectives.
  - Advocate for programs, services, and staff of Communities In Schools of Ohio.
  - Participate actively in activities and meetings, contributing skills and knowledge to support the success of colleagues and the organization.