

Job Title: Site Coordinator**Organization:** Communities In Schools of the Permian Basin**Location:** Midland, TX**Closing Date:** 01/31/21**Job Description:**

Communities In Schools does not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, age, disability, or any other factor prohibited by applicable federal, state, or local laws. This policy applies to all employment decisions and actions, including but not limited to hiring, recruitment, training, placement, compensation, benefits, promotions, demotions, transfers, evaluations, layoffs, terminations, and rehires.

Reports To: Communities In Schools Program Coordinator and School Principal**FLSA Status:** Exempt**Job Summary:**

Coordinate and facilitate the provision of appropriate community resources to identified students to help them stay in school and graduate; encourage parent/caretaker involvement in the educational process of their student; provide individualized support to students and families.

DUTIES AND RESPONSIBILITIES**Build and Maintain Effective Relationships**

- Develop good working relationships with school staff, parents, volunteers and community partners
- Provide orientation and training for school staff, volunteers and community partners as needs are identified
- Complete and implement an Annual Site Operations plan with the school site team – appropriate school staff, Graduation Coach, and major partners and service providers
- Communicate with school principal or designee on a regular basis to seek input and report on program progress
- Partner with all school staff that focus on student support services

Coordinate Needed Services for Students and Families

- Assist in seeking resources for the school community and connecting resources to meet identified needs
- Coordinate with CIS and school staff to identify the social service, educational, vocational and cultural needs of students and families
- Design, implement, and coordinate an array of programs, services and resources that will benefit students at risk as well as the entire student population (Level I & Level II Service Delivery Model)
- Provide and document short-term, crisis intervention service on an as needed basis

Provide Case Management Services

- Provide case management to students with multiple identified needs/risk factors (Level II Services)
- Conduct home visits and hold school conference to build one-on-one relationships with students and families
- Check attendance and contact parents of absent students
- Provide appropriate referrals to outside agencies for students and families
- Maintain a case file on each student case managed (Individual Student Plan/ISP)

Collect, Report and Analyze Data

- Collect data, compile and complete required reports utilizing the approved data management system (CISTMS)
- Utilize available data to adjust Annual Site Operations Plan as appropriate
- Retain records for all services and activities provided and enter into CISTMS (data management system)

Other

- Attend meetings, training events, and other meetings as requested by Executive Director or school principal
- Participate fully in orientation and training, meetings, and other activities as required.
- Carry out other duties as determined by the Executive Director and/or Board of Directors for the successful operation of the program.

SUPERVISION AND ACCOUNTABILITY:

Supervision is the shared responsibility of the Communities In Schools Program Coordinator and the School Principal per the CISP/ECTOR County School District Letter of Agreement. The Site Coordinator will have reporting responsibilities to each.

QUALIFICATIONS:

- Bachelor's degree in social work, social sciences, education, or a related field, master's degree preferred
- Three or more year's experience in working with schools and/or families and children
- Basic computer skills in word processing, spreadsheet, and presentation software
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong management and organizational skills
- Familiarity with education, health and human services, juvenile justice, and other family support services
- Able to work independently, meet deadlines, have the ability to multi-task, possess innovative and creative problem-solving abilities, be resourceful and function as an effective team member
- Valid Texas driver's license and proof of vehicle liability insurance

WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is regularly required to talk or hear
- The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms
- The employee is occasionally required to stand and walk
- The employee must be willing to travel in various types of weather
- The employee must occasionally lift and/or move up to 75 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- The employee will utilize basic office equipment such as computers, copiers, printers, fax machines, etc.

How To Apply

Please send resume to info@cispb.org