

## **Job Title: Program Coordinator**

**Organization:** Communities In Schools of the Permian Basin

**Location:** Midland, TX; Odessa, TX

**Closing Date:** Open until filled

### **Job Description:**

**SUMMARY:** Responsible for providing effective leadership, training, supervision, and coordination to assigned CIS of the Permian Basin campus sites. The Program Coordinator is responsible for the analysis, internal evaluation, and monitoring of the CIS campus programs.

### **ESSENTIAL, DUTIES, AND RESPONSIBILITIES:**

#### **Development of Integrated School Services and Campus Budgets/Plans:**

- Collaborate with school personnel to integrate social, educational, and vocational services. This includes the hiring, training, and supervising of Campus Coordinators.
- Provides suggestion and encouragement to Campus Coordinators in the implementation of new and creative programs and activities on their campuses.
- Completes the ongoing self-evaluation and monitoring of the CIS programs by reviewing campus plans, reviewing student files, reviewing data, and noting feedback from school staff and faculty, students, and families. Insures that six components and other CIS requirements are met on each campus site.

#### **Supervise Program and Campus Coordinators:**

- Identifies training needs and provides effective training and evaluation for Program and Campus Coordinators on program and file requirements necessary to meet the criterion of the grant contracts and any other grant requirements that apply to funding.
- Supervise and monitor data entry management and execute analyses of data.
- Identify training needs and coordinate professional development.
- Be accessible to provide support, guidance, and feedback to Campus Coordinators.

#### **Coordinate Community Resources for CIS students:**

- Represent CIS on local community committees
- Develop rapport with other agency staff to support cooperation and communication to achieve effective services to students/families.
- Responsible for program/direct planning and implementation of objectives.
- Actively involve volunteers in their areas of interest and expertise.
- Must be able to work a flexible schedule. This position may require some work on evenings and weekends.

#### **Evaluate Campus Coordinators**

- Approve vacation, sick, personal days.
- Evaluate job performance.
- Approve requests for expenditures prior to Program Director's approval.

#### **Attend Professional Development As Needed**

- Attend state training for program coordinators. Participate in conference calls as arranged by the state office.
- Attend state and national conferences as funding permits.

**Compile and submit reports and information in a timely manner.**

**Perform other duties as may be necessary for the successful operation of CIS.**

**QUALIFICATIONS** – To successfully perform this job, 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.

### **EDUCATION/EXPERIENCE**

Minimum Bachelor's Degree in Social Work, Psychology, Sociology, Education or related field. Master's degree in Social Work, Sociology or Public Administration preferred, and/or 5 years of experience working with social service programs.

### **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret policies and procedures.
- Excellent oral and written communication skills.
- Prefer bilingual, but not required.
- Ability to function in a diverse job situation.

Interact consistently in a positive manner with a diverse group of individuals of the school, city, and state entities as well as brand subsidiaries and the state and national office of CIS.

### **REASONING ABILITY**

Ability to define problems, establish facts, and draw valid conclusions.

**TRAVEL** – Traveling locally and state-wide require

### **Appearance**

1. Neat
2. Professional
3. Must reflect as a proper representation of CISPB

### **Adherence to the Philosophy of Communities In Schools of the Permian Basin, Inc.**

1. Employee must demonstrate knowledge of and performance in accordance with the philosophy of compassion, caring and respect for the welfare and dignity of others.
2. Must display a non-judgmental acceptance of all students/parents/volunteers/staff/co-workers.
3. Establish and maintain good rapport in working relationships.
4. Display appropriate and consistently positive attitude.
5. Remain composed during stressful situations.

The above job description reflects the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. Additional duties may be added or assigned from time to time.

### **How To Apply**

Please send resume to [info@cispb.org](mailto:info@cispb.org)