



Communities In Schools of Glynn County

Job Title: Site Coordinator (2023 – 2024 school year)

Position: Will maintain current 40-hour weekly schedule and work a 220-day annual schedule
Location: Based out of Jane Macon Middle School or Altama Elementary School
Reports to: Program Manager

SUMMARY

This position will be responsible for achieving the CIS program stated goals and objectives. He or she will act as a liaison between the CIS project and the school principal, and between the CIS project and the CIS program office. Responsible for the planning, implementation, and daily supervision of the school site operations. Work closely with school staff, parents/families, community agencies and students to assure coordination of the community's services for the benefit of the students and their families. Perform all other duties assigned by the Program Manager.

QUALIFICATIONS

To perform this job successfully, 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.

Aside from having experience in working with school-age children, effective written and verbal communication skills and familiarity with local health and human service agencies, a site coordinator must possess the knowledge, skills and personal attributes needed by an entry-level professional to support the critical features of positive youth development settings. These core competencies are as follows:

- Desire to work with, involve and empower at-risk youth, their families and community
- Administrative skills, including planning, data systems, and financial expense reporting
- Understand and apply basic child and adolescent development principles
- Communicate and develop positive relationships with youth
- Adapt, facilitate and evaluate age-appropriate activities with and for the group
- Respect and honor cultural and human diversity
- Identify potential risk factors (in a program environment) and take measures to reduce risk
- Work as part of a team and shows professionalism
- Demonstrate the attributes and qualities of a positive role model

- Interact with and relate to youth in ways that support asset building
- Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree or demonstrated relevant equivalent experience in education, social work or related field. Must have a valid driver's license and automobile insurance.

RESPONSIBILITIES:

- Coordinate and lead the delivery of evidence-based services based on best practice and risk-factor research. Widely accessible, school-wide services will be provided to help address identified needs or to build and reinforce student assets. Additionally, targeted and sustained services will be coordinated and provided at the school site for specific students who are identified as having the greatest risk of eventually dropping out of school. This includes ongoing case management and direct support for students, including goal setting and individual/group sessions and some opportunities for individual, intensive support services.
- Build and nurture school staff relations, relationships with school and community partners, and the engagement of volunteers for the delivery of services.
- Lead the annual needs assessment process. This process will be based on multiple data sources including data collected by school districts and schools as part of overall school improvement initiatives; surveys and discussions with staff, parents and students; and evaluation results from the previous year.
- Lead the development, implementation, and continuous improvement of both the site plan and individualized student support plans. The plan will include measurable objectives, as well as procedures for delivering school-wide services, targeted and sustained services, monitoring and adjusting services, and evaluating and reporting effectiveness.
- Provide school and affiliate leadership required reports which are instrumental in planning and monitoring site services.
- Manage the consent/enrollment process and create individualized student plans for participating students.
- Monitoring and adjust services as needed to maximize effectiveness and impact.
- Evaluate the effectiveness at achieving school and student individualized goals. Implement the CIS systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and individualized student goals. Regular reports will be provided to school and affiliate leadership to guide planning site services for the upcoming and future programming years. Contribute to affiliate level reports for local and the Communities in Schools national office.
- Assist with other organizational and project activities, as needed.
- Attend and participate in all CIS of Glynn events and fundraisers.

SALARY: \$40,000

To apply, please send a cover letter and resume to Lynn Love at llove@cisglynn.org. For more information, contact Casey Cate at ccate@cisglynn.org or 912-223-4641.