



POSITION TITLE:	Site Coordinator
ORGANIZATION:	Communities In Schools of Puyallup
REPORTS TO:	Program Director
LOCATION:	Puyallup
SCHEDULE:	38 hrs/week, 42 weeks per year; with occasional nights and weekends Summer hours contingent on organizational needs and funding
PAY RANGE:	Non-exempt position: \$21.00-\$27.00/hr.
BENEFITS:	Medical, Dental & Vision, PTO, holidays, mileage reimbursement and cell phone stipend

Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life.

Objective:

The site coordinator is responsible for the overall planning and management of Communities In Schools' operations at the site and the implementation of the Communities In Schools' model of integrated student supports. This school-based position identifies and coordinates community resources and partnerships to address the identified needs of students at risk of academic failure and their families through confidential, developmentally appropriate, culturally sensitive interventions, services and supports.

Communities In Schools (CIS) of Puyallup is part of a national network of affiliates. CIS believes that transformative relationships are key to unlocking a student's potential. We will succeed by including in our strategies, ingraining in our culture, and reflecting in our behaviors, principles and practices of diversity, equity, and inclusion. As a result, we break down immediate and systemic barriers to create and sustain equitable outcomes.

Primary Responsibilities & Essential Functions

Campus Coordination

- Assemble the support team, foundational in relationship building within the school as well as collecting data, metrics and information needed for the School Support Plan, needs assessment and student goals
- Conduct a campus needs assessment by identifying services available and gaps in needed services
- Develop a School Support Plan to address site-specific needs and target students facing obstacles that impact academic, behavior, attendance and social service needs
- Collaborate with building staff
- Represent the organization positively all times by acting as a professional ambassador in alignment with the organization's mission.
- Communicate with school principal or designee on a regular basis to seek input and report on program progress
- Monitor and document student progress toward goals
- Gather administrator, parent, and student feedback regarding program implementation

File and Data Maintenance

- Obtain required parent consent forms for students receiving services are properly recorded and retained
- Collect CIS paperwork, demographic and academic information for each identified case managed student and enter this data into CIS data system



- Establish and maintain accurate and complete participant files with appropriate and up-to-date information/documentation as per program procedures and guidelines
- Maintain data and input goals to our online database, utilizing the information and reporting tools.

Program Service Delivery

- Design, implement, and coordinate an array of programs, services and resources that benefit students and embody the CIS model.
- Assess and create service plans for case managed students utilizing the CIS Model
- Coordinate, collaborate and deliver school-wide services and events that meet program requirements and identify school needs.
- Implement individual and group services that address the individualized student assessed needs
- Implement, manage, and report on grants and projects assigned to campus

Integrative Services

- Broker with community resources and volunteers to provide direct services or referrals that meet student needs
- Provide volunteer, intern and community partner orientation regarding CIS program policies and school-based service provision
- Read more about the Communities In Schools national model at:

<http://www.communitiesinschools.org/our-model>.

Administrative

- Manage timecard
- Attend all meetings and trainings as required
- Ensure the completion of required programmatic reports
- Plan appropriate expenditures and maintain budgets

Work Environment

At Communities In Schools of Puyallup, we are committed to creating an environment that is built from a foundation of trust and transparency. We are on a learning journey, embracing Diversity and Inclusion. We want everyone that serves on our team to contribute to our organizational growth. We celebrate our uniqueness and believe that we are truly better together.

Physical Demands

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. While performing the duties of this job, the employee is regularly required to sit, work on a computer, think clearly, and communicate effectively. The employee must occasionally lift or move up to 10-15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position at 38 hours per week. Days and hours of work are Monday through Friday and coincide with school start times. This position occasionally requires evening and weekend work.



Travel

Travel is primarily local during the business day; mileage reimbursement is supplied for business-to-business travel.

Required Experience and Abilities

- Exposure to or working with students in a school or school-related environment
- Ability to work independently, take responsibility and problem solve
- Ability to input, maintain and report out data for use in presentation, quarterly and annual review
- Ability to foster a positive work environment for self and team, to ensure a healthy environment for students
- Proven ability to set priorities and work with minimal supervision
- Possess a valid Driver's License and have reliable transportation
- Ability to pass a fingerprint-based background check

Desired Education and Experience

- Prefer AA degree with two years' experience working with youth and/or teens
- Experience with at-risk populations and cross-cultural environments
- Data and case management experience
- Experience with education, prevention, intervention, and/or reengagement strategies
- Experience working in a school setting preferred
- Bilingual ability in Spanish/ Ukrainian and English preferred
- A willingness to follow the philosophy of CIS and operate as a collaborator with the school team as well as the CIS team
- Ability to articulate program goals in a public setting

Qualifications/Competencies

- *Ethical Decision Making:* Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate workable solutions and make recommendations and/or resolve the problem.



EEO Statement

Employees are protected by federal laws, Presidential Executive Orders, and other laws designed to protect employees from discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Employees are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. CIS Managers and supervisors are reminded of their responsibility to prevent, document, and promptly correct harassing conduct in the workplace.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Name *Print*

Employee Name *Signature*

Date