

WASHINGTON ELEMENTARY SCHOOL SITE COORDINATOR

Communities In Schools of Whatcom-Skagit



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

Overview

Communities In Schools of Whatcom-Skagit and Washington Elementary School, in the Mount Vernon School District, are seeking a dynamic leader with exceptional initiative, the passion to build powerful relationships with youth and families, and the ability to steer the delivery of multiple projects and services at Washington Elementary School.

Location: Washington Elementary School
Reports to: CIS of Whatcom-Skagit Program Director and School Principal
Hours: 40 Hours/week; 10.5 months/yr. (six weeks off in the summer). Up to two (optional) weeks off over school breaks. Occasional evening work included.
Wage: \$16.50-\$19 hourly (non-exempt); DOE
Benefits: Health Stipend (\$250.00 monthly)/Vacation & Sick Time/Holidays
Supervision: This position does not supervise other CIS or Washington Elementary School staff

Description:

The Site Coordinator (SC) works in partnership with school staff to identify students in need of additional support and helps link them to the resources necessary to improve academics and attendance, and increase positive behavior. Through individual and group activities, the SC supports students' whole self, determining individual supports that will meet the needs of each unique student. The SC brokers and/or provides confidential, developmentally appropriate, and culturally sensitive interventions, services and supports to students and families. The SC also works in partnership with the community and other agencies to assure additional resources are available for families.

Teleworking:

Per current COVID-19 social distancing requirements, the work of a Site Coordinator may also move (fully or partially) to online platforms and tele-working. When schools are fully opened, and in alignment with appropriate health and safety precautions, work will resume fully onsite at Washington Elementary.

Responsibilities Include:

School-based Services

- Coordinate implementation of the annual site plan, needs assessment, program implementation, data tracking, and evaluation/reporting.
- Secure community support and partners to meet school and students' needs.
- Provide and/or coordinate individual and group intervention for identified students, including a caseload referred by school staff of 30-35 students.
- Provide school-wide activities during the school year, in collaboration with other partners.
- Provide support to parents/families of caseload students.
- Participate in school orientations, open houses, and parent events that support identified students and families.
- Identify families with younger children under five, and connect to early learning resources aimed at kindergarten readiness.
- Support identified families to find placement in preschool programs and/or relevant early learning programs, focusing on families who qualify as homeless.

- Promote cultural diversity and inclusion for ALL students and families, with special emphasis on activities that promote belonging, cross-cultural interfacing, and overlapping goals and aspirations among students and their families.

Evaluation and Documentation

- Document progress and track student and family outcomes.
- Produce CIS monthly, quarterly, and annual reports.
- Provide regular program information and accomplishments to the Executive Director and District personnel.

Collaboration

- Consult with school administrators, parents, and staff about students.
- Participate in interdisciplinary meetings with school staff, the CIS team, and other resource agencies.
- Reach out and develop partnerships with other agency service providers.
- Represent CIS at events and meetings.

Desired Qualifications:

- Bi-lingual, bi-cultural connection to Spanish-speaking community.
- Knowledge of local Skagit County resources.

Required Qualifications:

- Demonstrated experience working with youth; knowledge of and passion for youth development. This can be demonstrated through work experience, volunteer experience, and/or formalized education.
- Candidates with H.S. Education and/or higher welcome to apply.
- Strong youth engagement and relationship-building skills.
- Strong initiative; self-motivated, with the ability to work well under minimal supervision.
- Commitment to social justice, promoting diversity and inclusion for ALL students and families regardless of race, color, national origin, gender/sexual orientation, religion, or disability.
- Strong organizational skills. Ability to balance multiple projects simultaneously, and coordinate individualized support for a caseload of 30-35 students.
- Strong verbal and written communication skills. Confidence in initiating communication (via phone, email, and in person) with school staff, parents, and community organizations.
- Flexibility, collaborative spirit. Ability to work cooperatively as a team member with school teachers and staff.
- Strong computer skills and working knowledge of Microsoft Office.
- Ability to lift 25lbs on an occasional basis.

Please send resume, cover letter, and three references addressed to: Becky Hurst, Program Director, at hr@ciswhatcom-skagit.org. Applications accepted until the position is filled.

Communities In Schools of Whatcom-Skagit is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, age, gender, gender expression, sexual orientation, veteran's status, familial status, disability, or religion.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Work can involve extensive times sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also have a valid driver's license and pass required background checks. This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job may change.