

# HORIZON MIDDLE 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 the Ferndale School District are seeking dynamic community advocates and youth development leaders with exceptional initiative, who have a passion to build powerful relationships with youth and families, and the ability to steer the delivery of multiple projects and services in the Ferndale School District.

Location:	Ferndale, WA
Reports to:	CIS of Whatcom-Skagit Program Manager and School Principal
Hours:	35-40 Hours/week; 10.5 academic months/year (optional summer work when available). Optional time off for winter and spring breaks. Occasional evening work included.
Starting Wage:	\$20-\$28.88 hourly (non-exempt); DOE
Benefits:	Medical, Dental, and Vision Insurance offered); Vacation & Sick Time, & Holidays
Supervision:	This position does not supervise other CIS or School District staff
Reports to:	CIS's Program Manager; School Site Administrator(s).

### Description:

The Site Coordinator (SC) works in partnership with school Administrators, the Student Support Team, and teachers to identify students in need of additional readiness-to-learn support. The Site Coordinator acts as a liaison and/or broker to the resources necessary to improve academics and attendance, increase student resilience, school-bonding, and to 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 competent interventions, services and supports to students and families. The SC also works in partnership with community partners and other agencies to assure additional resources are available for students and families.

### Protocols and Policies:

Per current Washington State guidelines, as partners with the school district and local health departments and authorities, and as a matter of personal, family, and community health, all CIS of Whatcom-Skagit employees may be required to share proof of vaccine history. All CIS employees are expected to follow all mandates, protocols, and policies of these parties along with all CIS policies.

### Responsibilities Include:

#### *School-based Services*

- Utilize the **Site Coordinator Yearly Calendar & Expectations** document to assist in organizing your school year and understanding the expectations of your position.
- In coordination with the school site team, implement the CIS Model of Integrated Student Supports that aims to address student needs, socio-economic disparities, while eliciting resilience and scaling up student/family assets through community building strategies.
- Coordinate the implementation of the annual site plan, needs assessment, program implementation, data tracking, and evaluation/reporting.
- In coordination with CIS's Development Team, secure community support and partners to meet school and students' needs.

- Provide and/or coordinate individual and group interventions for identified students, including a caseload of **35-45** students.
- As requested, provide school-wide activities during the school year, in collaboration with other school staff members and/or other partners.
- Provide support to parents/families of caseload students with Basic Needs, referrals, and resource connections.
- Promote cultural diversity and inclusion for ALL students and families, with special emphasis on activities that foster belonging, cross-cultural interaction, and shared goals and aspirations among students and their families.

*Evaluation and Documentation - **This is essential in order to help CIS fundraise.***

- Document progress and track student and family outcomes within required calendar deadlines.
- Record data weekly with integrity.
- Analyze and apply your data to inform your case management strategies and implementation.
- Produce CIS monthly, quarterly, and annual reports.
- Provide regular program information and accomplishments to the Executive Director, Development Director, and District personnel (upon request).
- Prioritize site visits conducted by funders, community partners, and/or district staff/liaison(s).

*Collaboration*

- Consult with school administrators, parents, and staff about students and key deliverables.
- Conduct surveys, assessments, and/or campaigns or initiatives that empower student voice and further connect students to their teachers and school environment.
- Interface with and address grant priorities with all CIS funding partners.
- 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 coalitions, events, and/or stakeholder meetings.
- Participate in & contribute to CIS's Strategic Planning sessions throughout the Academic Year.

**Desired Qualifications:**

- Bi-lingual, bi-cultural connection to the Spanish-speaking community.
- Knowledge of local Whatcom County resources
- A blend of education and experience in the field of Youth Development and Community Building.

**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 25 lbs on an occasional basis.
- Reliable transportation for weekly meetings and a valid driver's license and proof of insurance.

Please follow this link to apply for the position.  
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, sex/gender, 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 time sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also have a valid driver's license, auto insurance, 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.*