

## **Communities In Schools of North Central Washington Site Coordinator Position Eastmont School District**

**Job Title:** Site Coordinator

**Position:** 40 hours per week/215 workdays per year

**Reports to:** Program Manager and Program Director

**Benefits:** Medical/Dental/Vision/Life (after 30 days), Vacation/Sick leave

**Pay Range:** \$23 to \$28 per hour DOE

### **ABOUT THE ORGANIZATION:**

At Communities in Schools of North Central Washington (CISNCW), our mission is to surround students with a community of support, empowering them to stay in school and achieve in life. In partnership with 14 other statewide network affiliates across Washington state we have been striving for equity in educational opportunities. Our office is a small, high-energy office with a history of strong operations and successful outcomes built upon community partnerships. We launched as an independent affiliate in 2022 after being incubated by our state office since 2019. At Communities in Schools of North Central Washington, we believe that relationships, belonging, and integrity are the cornerstone to unlocking a student's potential. We work hard every day to make sure every student we serve regardless of race, gender, ability, zip code, or socio-economic background has the opportunity to write their own success story.

### **JOB SUMMARY:**

This position is responsible for the overall planning and implementation of the Communities In Schools model of integrated student supports in strong collaboration and partnership with building staff. This school-based position identifies and coordinates available community resources and develops new strategies and partnerships to provide additional support to students and their families through confidential, developmentally appropriate, culturally sensitive interventions, services and supports.

### **RESPONSABILITIES:**

- Work with school administrators, staff, teachers, school counselors and CISNCW leadership to ensure a team approach to build upon existing strategies and leverage new opportunities to address the academic, behavioral, social, emotional and resource needs of students and their families.
- Assess community, school, and student assets and needs to develop an annual CIS site plan which identifies goals and leverages existing resources to avoid duplication.
- Implement and coordinate the annual site plan strategies to include periodic monitoring to assess impact and adjust services as necessary.
- Manage a caseload of individual students identified with school leadership and staff and provide individual supports that meet the unique needs of each student.
- Provide whole school supports available to all students aligned with identified school goals.
- Maintain frequent communication with building leadership regarding activities and progress towards goals.

- Build and maintain local formal and informal community partnerships to facilitate access to needed resources to meet the needs of students and families.
- Serve as a broader community resource to schools by sharing information and supporting school focused activities such as school orientations, open houses, and family engagement.
- Evaluate the effectiveness of school-wide and targeted strategies through a systematic data collection process and report progress to school leadership and community partners.
- Maintain a positive image by understanding and demonstrating the CIS mission, goals and initiatives within the school and community.
- Support local and regional partnership and resource development, by providing content for grant proposals, communication and marketing opportunities and hosting site visits as requested.

#### **REQUIRED QUALIFICATIONS:**

- AA degree with 2 years of relevant work experience; or 4 years of relevant work experience.
- Strong relationship-building skills, particularly with disengaged youth and their families. This can be demonstrated through work experience, volunteer experience and/or formalized education.
- Demonstrated experience working with youth, knowledge of and passion for youth development.
- Ability to establish and maintain effective working relationships with school staff, students, parents, community partners, and the public.
- Ability to work with people of diverse cultural and socio-economic backgrounds.
- Resourceful – able to identify multiple solutions to presenting issues.
- Strong verbal and written communication skills.
- Strong organizational skills and ability to manage competing priorities.
- Ability to work both independently and as part of a team.
- Basic computer skills and working knowledge of Microsoft Office.
- Valid Washington state driver's license, access to reliable transportation and proof of adequate vehicle insurance coverage.
- Ability to lift 25lbs on an occasional basis.
- Must pass a criminal background check.
- Knowledge of and experience living and working within similar communities.

#### **DESIRED QUALIFICATIONS:**

- Familiarity and existing relationships within the local community.
- Experience in education, social services, mental health, juvenile justice, or related field.
- Advanced CPR/First Aid Training (or willingness to become certified).
- Bi-lingual and/or bi-cultural connection to Spanish-speaking community as appropriate.

*At Communities in Schools of North Central Washington, we are dedicated to building a diverse and inclusive workforce that reflects the communities we serve. Don't meet every single qualification? Studies have shown that women, Black, Indigenous and people of color (BIPOC) are less likely to apply to jobs unless they meet every single qualification. If you think you are a good fit for this role, but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may have lived experience or natural abilities (versus learned experience) that would be just the right fit for this or other roles.*

*Equal Opportunity Employer: CISNCW is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of age, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. We know our organization is successful due to the hard work and dedication of our passionate employees. CISNCW's dedication to promoting diversity, multiculturalism and inclusion is clearly reflected across our organization. Diversity is more than a commitment; it is the foundation of what we do.*