Communities In Schools®
South King County

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Communities In Schools of South King County

Job Description: CISSKC Site Coordinator (SC)

Location(s): CISSKC supported school in the Kent School District and Federal Way Public Schools

Reports to: CISSKC Executive Director and CISSKC Program Manager

Pay Range: $4,000.00 per month

Benefits: Medical & Dental Benefits; 6+ weeks off in the summer; 10 additional PTO days during the school year

Schedule: Staff follow the school year district calendar and school day, with some evening, weekend and summer hours required

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 school district leadership and staff in the school the SC/SOC is placed in. The SC/SOC identifies, coordinates, brokers and as appropriate directly provides a range of individually tailored and culturally relevant services for students and families.

Responsibilities for this position vary by school but typically include case management and mentoring of individual students, identification and provision of basic needs resources such as food, clothes, and school supplies, family engagement, drop-out prevention, social emotional support and connecting students with other needed community resources. In addition, responsibilities include goal setting, data collection, evaluation of student progress, and reporting.

Desired Qualifications:

- Bachelor's degree and three years of experience working with youth
- Strong relationship-building skills with people from diverse cultural and socio-economic backgrounds
- Ability to establish and maintain effective working relationships with schools, families and students
- Ability to be resourceful and be able to identify multiple solutions to challenging issues
- Excellent group facilitation and leadership skills
- Strong verbal and written communication skills
- Ability to work independently from other CISSKC staff in a school setting, including being a self-starter
- Must pass required criminal background check and reference checks
- Familiarity with local community agencies, resources and social service systems
- Experience with dropout prevention, intervention or reengagement strategies
- Experience with College Readiness, planning, and access with students and families in high school
- Experience with computers, software such as Microsoft Office, Outlook, and website data entry

To Apply:

Please send resume and cover letter via email to marquisj@cisskc.org