

# Communities in Schools Site Coordinator

**REPORTS TO:** Principal/CIS Coordinator(s)

**JOB GOAL:**

Follow the Countywide Established Communities In Schools (CIS) Program.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Implementation of the CIS model of integrated student supports:

- Engage a school support team that works closely with school administrators, staff and teachers in the implementation of the CIS model.
- Coordinate with other Wetzel County Schools principals and staff to encourage and implement community outreach following the Community in Schools framework.
- Build and nurture school staff relations, relationships to school and community and the engagement of volunteers for the delivery of services.
- Lead the annual needs assessment process, which is based on data collected by school districts and schools as part of overall school improvement plans, surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- Lead the development and implementation of the school support plan, which includes measurable objectives, as well as procedures for delivering widely available services (Tier I), targeted services (Tier II), and intensive, individualized services (Tier III), monitoring and adjusting services, and evaluating and reporting effectiveness.
- Lead and coordinate the delivery of evidence-based services based on best practice and risk factor research.
- Assist in implementing the three tiers of support to provide help to address identified school-wide needs or to build and reinforce student assets.
- Assist in implementing targeted and individualized services at the school for specific students who are identified as having the greatest risk of eventually dropping out of school.
- Monitor and adjust services regularly in conjunction with the CIS school support team to maximize effectiveness and impact.
- Evaluate the effectiveness at achieving school and student individualized goals.
- Lead the CIS school support team in implementing a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.

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- Lead the School Support Team in annual end of year reporting to provide to school and affiliate leadership which are instrumental in planning services for the following year, as well as contributing to affiliate level reports for partners, the state office (if appropriate) and the Communities In Schools national office.
- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and shows professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.
- Other duties as assigned by the supervisor.