



Job Title: Traditional Site Coordinator
Reports To: Program Director
Location: Lake Dallas Middle School
Fiscal Agent: Lewisville Independent School District
Work Duty Days: 240
FLSA Status: Full Time Exempt
Effective Date: January 2018

Primary Purpose:

The Communities In Schools of North Texas (CISNT) Traditional Site Coordinator is responsible for the overall success and contracted outcomes for the CISNT school-based dropout prevention program. The individual will coordinate services for at risk students and family members for the purpose of decreasing dropout rates, and increasing student academic performance, behavior, attendance, grade level promotion and graduation from high school rates. Services includes supportive guidance and counseling, health and human service linkage, college and career readiness, enrichment activities, academic support, mentoring, and parental involvement activities for school day and summer programs. The Traditional Site Coordinator will be responsible for upholding all CISNT policies and standards, maintaining consistent and confidential documentation of services provided, conduct campus and individual student needs assessments and service plans, conduct home visits and for training, developing, monitoring and supporting volunteer mentors who work one-on-one with at-risk students.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree required. Degree in Social Work or Counseling preferred.
- Minimum of one-year experience working with children and adolescents preferred
- Bilingual preferred based upon campus need

Special Knowledge/Skills:

- Advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances related to case management programming and data collection.
- Experience working with economically disadvantaged, at risk and/or English as Second Language Learners
- Creativity and originality to identify and secure resources needed to assist students in developing higher level reasoning, decision making and problem-solving skills
- Ability to exercise discretion and independent judgment on significant case management matters
- High levels of initiative, flexibility and organizational skills
- Ability to perform duties with no on-site supervision and limited remote supervision
- Strong computer skills in Microsoft Office technologies is required
- Ability to work in a fast paced, fast changing environment and be multi-tasked oriented
- Exhibit a commitment towards the CISNT mission

Major Responsibilities and Duties:

Provide Necessary Services to At Risk Students and Families

The CISNT Traditional Site Coordinator will provide supportive guidance and counseling; college and career readiness activities; health and human service linkages; academic support; enrichment activities; and facilitate parental involvement with at risk student and family members for the purpose of decreasing

the number of students who drop out of school and increasing the number of students whose academics, behavior and attendance improve, who are promoted and who ultimately graduate from high school.

Program Planning

The Traditional Site Coordinator will be responsible for developing unique and effective programs, projects and activities that meet the CISNT six components that will be offered to the students. They must complete a Campus Plan detailing all activities available, needed and to be offered on the campus to the case managed students and general campus population.

Case Management

The Traditional Site Coordinator will provide ongoing case management support for a minimum of 100 at risk and economically disadvantaged students on the school campus, unless otherwise directed by the Chief Strategy Officer. Will be required to enroll, assess need, develop a case management plan, provide services, track progress, document services and assess the progress of students. All case management data will be entered into the TEA CISTMS case management system. The Traditional Site Coordinator will be expected to operate a school-based dropout prevention program that meets or exceeds all contracted outcome goals.

Reporting and Recordkeeping

The Traditional Site Coordinator will be responsible for reporting data on students, family members and community members receiving services, reporting data on agencies that provide services, keeping records of in-kind donations, volunteer hours and submitting reports to the CISNT central office by the appropriate deadlines established by the Chief Strategy Officer. Entry of case management activities will be performed on a timely basis as defined by the Chief Strategy Officer. Responsible for assisting Chief Strategy Officer and Chief Information Officer with auditing of campus files.

Organizational Climate

- Demonstrate high expectations for staff and students.
- Use positive acknowledgement with staff and students.
- Encourage, support and develop CISNT mentors and volunteers
- Communicate effectively with staff, students, parents and the community.
- Relate to staff, students, parents, and the community in ways that convey mutual respect.
- Demonstrate skill in conflict resolution with administrators, students, parents, and the community.

Supervisory Responsibilities:

The Traditional Site Coordinator will be responsible for interns, mentors, and volunteers assigned to their campus. This supervision includes, but is not limited to the following:

The Traditional Site Coordinator will be responsible for the matching of students with interns, volunteers, mentor on their campus. Match will be based upon student's needs. Traditional Site Coordinators will be responsible for providing guidance and monitoring the mentor matches, documenting services, and supervising of all student related activities. The Traditional Site Coordinator will coordinate campus specific volunteer needs with the Volunteer Department. Provide an orientation specific to the campus to acclimate the mentor and review campus specific policies and procedures. Monitor the mentor relationship, provide information to mentor as appropriate to support the relationship, communicate frequently with mentor (in person, phone, and e-mail).

Professional Growth

- Assume responsibility for personal growth to improve job performance by actively participating in CISNT staff meetings and trainings
- Conduct school faculty training, as appropriate, to maximize mentor productivity and connections between the program activities and the regular school day curriculum on all target campuses.

Program Evaluation

- Systematically and continuously monitor the CISNT program and outcomes such as student grades attendance, and behavior, volunteer and mentor services, and campus services. Make adjustments rapidly as appropriate for goal attainment.

- Submit monthly service reports, volunteer reports, and other reporting documentation required by funders

Additional Duties

- Serve as a liaison between the school, CISNT and the community.
- Exhibit skills necessary to work with socially and economically disadvantaged youth and their families.
- Serve as a liaison between parents of CISNT students and the CISNT staff and agency service providers.
- Establish rapport with the students and their families by making frequent home visits and keeping in close contact with the student's parent or guardian throughout the school year.
- Assist with recruitment and training of volunteers and mentors to work with CISNT students and families.
- Consistent daily attendance
- Perform other duties as assigned by the Program Director, Chief Strategy Officer and/or Chief Executive Officer

Equipment Used:

Computer, FAX, copier, digital projector, digital camera, other specialized equipment that is particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex and occasional statewide and national travel
- Mental demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions. Occasional prolonged and irregular hours.
- Ability to meet deadlines

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

<p>Continuation of position is contingent upon funding.</p>
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