

## **COMMUNITIES IN SCHOOLS OF GREATER WICHITA FALLS AREA**

### **JOB TITLE: SITE COORDINATOR**

#### **General Duties:**

Manage the day to day operations of school site and summer programs, work closely with school staff, community agencies, parents/families and students to assure coordination of the community's services for the benefit of the students and their families. Be responsible for achieving contractual and CIS related goals.

#### **JOB RELATIONSHIPS:**

Reports to: Program Coordinator

Supervised by: Program Coordinator

Interrelationships: Works with CIS staff, school staff, community agencies, volunteers, interns, students and families

#### **EMPLOYMENT STANDARDS:**

Level of Education: Bachelor's Degree. Field of study Social Work, Psychology, Sociology, related field or equivalent experience. Case Management experience preferred.

#### **QUALIFICATIONS:**

Strong interpersonal and communications skills; organizational skills; knowledge of Wichita area youth resources; desire to work with at-risk youth; sensitivity to and awareness of unique needs of minority cultures and diverse ethnic groups; fluency in Spanish desired at most sites; ability to traverse stairs at schools without elevators; must have valid Texas driver's license and proof of liability insurance.

#### **Specific Duties:**

- provide positive on-site management and leadership for the CIS program
- provide individual supportive guidance and case management for the designated number of CIS students
- coordinate designated number of whole school services involving 75% of the school population annually
- keep student information confidential
- provide overall scheduling and coordination of partner agency personnel, volunteers, health and human service agency volunteers, interns, guest presenters and program events
- screen and select curriculum for CIS classroom presentations or support groups
- plan and conduct community service projects with students at least once a semester
- may provide transportation for students and families, as needed (i.e. field trips, transporting students home, taking clients for appointments, etc.)
- make home visits to a minimum of 60 percent of case managed students
- intervene in crises experienced by students and their families
- identify service gaps and potential solutions
- coordinate funding assistance for students and families in need (i.e. scholarships, health care, etc.)
- solicit incentive awards
- identify students appropriate for school based or community mentoring; coordinate mentor meetings and monitor matches
- interpret guidelines and procedures to parents and faculty as required, and encourage family involvement in program activities

- pick up and deliver Food Bank items (lifting requirements up to 30 pounds)

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- Keep principal informed regarding students served, CIS activities, and events
- promote cooperation between faculty, school administration and CIS team
- compile and provide data for CISTMS and report compilation
- ensure that all documentation is current and complete in case management folders; ensure that CIS Other and CIS Event records, and TEA Eligibility requirements are complete and accurate
- conduct monthly in-house monitoring of program operation including all student files and other required documentation
- meet quality control standards
- participate in the evaluation of the CIS operations at the school site
- report to CIS central office: monthly reports, problems, financial matters, etc.
- attend staff meetings called by the Program Coordinator or Executive Director
- attend school faculty meetings
- assist in developing formal/informal linkages with agencies and organizations who may be able to provide resources to the program
- adhere to all agency policies and procedures
- subscribe to and abide by the standards of ethical conduct established in the CIS Code of Ethics
- perform other duties that may be necessary to the successful operation of CIS

**I have reviewed this job description and understand the performance expected. I accept that periodically it may be necessary for me to perform other duties as assigned by my supervisor. I have received a copy of this job description.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name