



Communities In Schools of Peninsula
Job Title: Site Coordinator

Position: 32 - 40 hours/week. Some evening and weekend work required.
Location: Goodman Middle School
Reports to: CISP Executive Director
Benefits: Medical, 401(k), Vacation, Sick Days, Holidays
Status: Non-Exempt
Pay Range: \$20 - \$23 DOE

SUMMARY

Communities In Schools of Peninsula is seeking to fill a Site Coordinator position at Goodman Middle School. 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 at the school site.

This school based position identifies and coordinates community resources and partnerships to address the identified needs of students at risk of academic failure and their families through confidential, developmentally appropriate, culturally sensitive interventions, services and supports.

Responsibilities:

- Work closely with school administrators, staff and teachers to coordinate a team approach to addressing the social, emotional and resource needs of students at risk of dropping out and their families.
- Assess current student needs and emerging trends with the team to develop an annual CIS school support plan with measurable objectives, strategies for delivering and monitoring school-wide and targeted services, and evaluating and reporting effectiveness.
- Lead and coordinate support plan strategies to deliver evidence-based, widely accessible school wide and targeted services for students identified as high risk of dropping out.
- Provide and/or coordinate individual or group interventions for youth impacted by issues such as substance abuse, mental or physical health concerns, truancy issues or involved in foster care or juvenile court system.
- Build and maintain current community partnerships to facilitate access and secure resources and support to meet identified needs.
- Coordinate service delivery and activities and serve as a communication conduit with collaborating agencies to gather/exchange information.
- Serve as a community resource to the school and staff by sharing information and supporting school-wide activities such as school orientations, open houses, and parent events.
- Evaluate the effectiveness of school-wide and targeted strategies through a systematic data collection process.
- Work to maintain a positive image by understanding and demonstrating the CIS mission, goals and initiatives within the school and community.
- Support CIS resource development and communications strategies by providing content for grant proposals, marketing opportunities and hosting site visits as requested.

Required Qualifications:

- A college degree and/or 2 – 3 years educational or youth development experience working with at-risk youth and/or teaching elementary, middle or high school students.
- Strong relationship-building skills, particularly with disengaged youth and their families.
- Ability to establish and maintain effective working relationships with schools, students, parents, community representatives and the general public.
- Ability to work with people of diverse cultural and socio-economic backgrounds.
- Resourceful – able to identify multiple solutions to presenting issues.
- Excellent facilitation skills. 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 25 lbs on an occasional basis.
- Must pass a criminal background check.

Desired Qualifications:

- Experience in education, social services, counseling, juvenile justice, or related field.
- Familiarity with local community agencies and social service systems.
- Represent a diverse community.
- Bilingual in Spanish.
- Experience with dropout prevention, intervention or reengagement strategies.
- Knowledge of community based substance abuse and mental health assessment/treatment options.
- Advanced CPR/First Aid Training.

DEI Statement:

Children and youth deserve a caring community that empowers them to achieve their goals in the classroom and beyond. In order to do so, racism and other inequalities in our educational system and society must be acknowledged and addressed. The Communities In Schools of Washington network exists to build on student strengths and overcome systemic barriers through advocacy, partnerships and individualized social-emotional supports.

CISP is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.