



Position:	<b>Site Coordinator</b>
Annual Base Salary:	<b>\$32,400</b>
Annual Contract:	<b>190 Days</b>
Reports to:	<b>Executive Director</b>

**Job Summary:** The Site Coordinator’s role on campus is paramount to the success of the CIS program. They work independently under the guidance of the Program Coordinator, Executive Director, and the Board of Directors providing a variety of services and support to at-risk youth and their families.

**Site Coordinator Responsibilities:**

- Develop the campus plan ensuring all aspects of the CIS Model are implemented
- Provide integrated supports for students and campuses
- Work with principals/administrators in coordinating services and monitoring/evaluating the CIS program
- Locate and coordinate needed supports, services, and resources for schools, students, and families
- Case manage the minimum number of at-risk students as designated by the Executive Director
- Complete required reports in a timely and accurate manner
- Seek out innovative methods to increase and enhance communication with parents, principals, personnel, social service agencies and the community
- Participate in the promotion of the CIS program by being visible on campus and in the community, serving on special task forces, public relations events, etc.
- Facilitate parent contact through workshops, conferences, home-visits, etc.
- Demonstrate support of Communities In Schools philosophy and policies by exhibiting enthusiastic and positive behavior, flexibility and adaptability to change and new concepts
- Train, coach, supervise, and evaluate the performance, of subordinate personnel
- Represent Communities In Schools in a positive and productive manner by displaying a professional image through dress, grooming, conduct and expertise
- Endeavor to increase knowledge and skills by maintaining a continuing program of professional development

**Site Coordinator Requirements:**

- Bachelor’s degree or higher in education, social work, social sciences, or 2 years experience in a related field
- Basic computer knowledge and skills
- Ability to work independently with minimal guidance and as part of a team
- Ability to establish priorities and manage activities to meet deadlines
- Ability to work under stress and under pressure of deadlines with overlapping projects
- Strong interpersonal skills including tact, diplomacy, and flexibility to work effectively with administration, staff, students, and the general public
- Good verbal and written communication skills
- Must pass a criminal background check

**Physical Criteria:**

This position requires the employee to sit, stand, walk, bend, stoop, kneel, perform grasping motions, handling motions, torso rotations, lift and carry 30 pounds, and reach in all directions as well as to view a computer monitor for long periods

**Note:** Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.