



# Site Coordinator

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Job Title:	Site Coordinator
Location:	Eastern High School
Supervisor:	Dir. Programs and Data, Deputy Program Director
Staff Positions Supervised:	None
Note:	Eastern High School will be staffed with a team of two site coordinators

## JOB SUMMARY

The Site Coordinator is responsible for providing school-wide wrap-around, drop-out prevention and intervention plans including case management and related services, at an assigned school in the District of Columbia. Responsibilities include delivery of overall planning and managing of Communities In Schools operations at the assigned school, and the implementation of the Communities In Schools model of integrated student services with Tier 1, 2 and 3 supports. The site coordinator partners with school leadership and members of the CIS team, to ensure alignment of the CIS school support plan with the school's strategic vision, and incorporation of leaders' knowledge and expertise. In addition, the site coordinator supports the local office by participating in office events, providing input to budgets, and submitting required documentation. This full-time position reports to the Director of Programs and Data. All site coordinators carry a caseload of case-managed students and is supported in part by the Volunteer and Community Partner Manager. The successful candidates will have recent experience working directly with students preferably high school students, a history of tackling challenges independently with quick action and creative solutions while working effectively in a team and/or school setting.

## ESSENTIAL JOB COMPONENTS

### Student Support and Case Management Services

- Conduct thorough needs assessment at assigned school, and collaborate with school staff to prioritize student needs.
- Develop a school support plan focusing on identified student needs, risk factors, and assets. The plan will include measurable objectives, as well as procedures for delivering school-wide services, targeted and sustained interventions and services, the monitoring and adjustment of services, and the evaluation and reporting of progress and outcomes.
- Serve on school-wide teams (Attendance/SOC/Kid Talk/SST/MDT) to support the plans for specific students, including plan development, monitoring, review and evaluation.
- Coordinate and manage student referrals from staff throughout the building, and target additional students, as appropriate and/or necessary.

- Develop a caseload of students who will be connected with Tier 2 and 3 supports as needed. Provide case management and coordinate delivery of Tier 2 and 3 supports, engaging in the following best practices:
  - Assessment
  - Case plan development (SMART goals)
  - Individual consultations
  - Classroom push-ins
  - Home contacts
  - Review of current services
  - Referrals and linkages
  - Communication with key parties (stakeholders)
  - Meeting facilitation
  - Progress monitoring
  - Documentation
- Develop and implement Tier I supports, focusing on prevention, enrichment and support for school culture and climate.
- Develop partnerships with neighborhood organizations, local faith-based entities, businesses and corporations to support the school support plan and the Tier I, II and III supports.
- Support and coordinate robust programming for students during out of school time.
- Model and utilize best practices for family engagement to increase parent involvement and connectivity, and to foster a broad sense of school community.

### **Data Collection/Evaluation - Administration**

- Ensure that all case management and other student support activities are documented.
- Ensure that student case files and digital records (in CISDM, the CIS Data Management System) are updated weekly.
- Gather, enter and analyze student and family data for ongoing individual and programmatic evaluations.
- Provide requested student data at specified times to internal and external stakeholders, including funders and District and other monitoring agencies.
- Follow local office procedures for ordering supplies and reporting expenses.
- Monitor the implementation of the school's annual school support plan, particularly as it relates to students, and provide monthly reports to Principal and the Director of Program and Data.

### **Relationship-Building**

- Provide regular feedback to school staff, DCPS central administration, the CIS team and other resource agencies involved in collaborative services. Create and distribute program updates, newsletters or other appropriate communication vehicles about student and program needs/accomplishments to volunteers and community partners.
- Present the CIS mission, vision and initiatives within the community. Provide networking opportunities for volunteers and community partners. Provide leadership in securing community resources beneficial to improving students' academic, emotional and physical needs.
- Work with members of the city-wide CIS team to share resources, best practices, and expertise

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by Executive Director as required.*

## QUALIFICATIONS

- Passion for working with and on the behalf of students
- Bachelor's degree (master's degree preferred) in education, social work, school counseling, public health or related field.
- Minimum of two years' experience with case management
- Ability to establish and maintain working relationships with co-workers and the public
- Knowledge of child-serving systems (child welfare, mental health, criminal justice, parks and recreation)
- Excellent oral and written communication skills
- Ability to manage multiple projects
- Experience developing and evaluating programs
- Excellent leadership and interpersonal skills
- Experience working with, or for, DCPS is preferred
- Experience with data management systems and data tracking
- Excellent computer skills
- Passion for working with students and schools

## COMPETENCIES

- Understanding of youth development principals and provision of youth support services
- Ability to develop strong relationships with partners and school staff
- Ability to react quickly and adapt to changing situations
- Understanding of informational needs of decision makers at various levels: schools, leadership and board of directors
- Ability to respond to the needs of students and to meet those needs using measures that are appropriate and understandable.
- Ability to organize and prioritize effectively
- Ability to make decisions based on sound logic and evidence and to deal effectively with uncertain situations
- Ability to manage change with minimum disruption; be an agent for positive change. Flexibility and the ability to encourage flexibility in other members of the organization.
- Dedication to continuous improvement
- Commitment to be an advocate/ambassador for the organization