

Title: Site Coordinator

Reports to: Director of Programs

FSLA Status: Exempt - Full-time

Salary Range:

Job Summary

The Site Coordinator will implement the Communities in Schools (CIS) Integrated Student Supports (ISS) model within a designated school building. This includes overseeing the coordination and provision of services to students and families, as well as implementing programs and activities based on the specific needs of the assigned building. Under the supervision of the Director of Programs, the Site Coordinator serves as an effective conduit of information and direct services to help students reach their full potential.

Duties and Responsibilities:

Student & Family Support

- Conduct annual school and student needs assessment that includes measurable objectives and service-delivery strategy
- Analyze needs assessment to develop and implement School Support Plan
- Facilitate Tier I (school-wide) programs according to identified school/community needs based on needs assessment and School Support Plan
- Facilitate Tier II (targeted population) focus groups
- Provide Tier III (individualized case management) to approximately 10% of the school population

Data & Reporting

- Document all interactions with students in CISDM
- Monitor and evaluate service to maximize effectiveness and impact quarterly
- Coordinate program reporting for the school site, and accurately report data to CISPA state office, the designated school district, and other partners or funders.

Organizational Support

- Meet with designated school administrators for at least 30 minutes monthly
- Serve as an ambassador of CISPA through regular communication with school district personnel, students, families, volunteers, and community partners.
- Participate actively as a member of the CISPA team
- Other duties as assigned

Required Skills and Abilities:

- Excellent verbal and written communication skills
- Strong organizational skills
- Ability to work both independently and as part of a larger, collaborative team

- Knowledge of public education system
- Relationship-building and interpersonal skills
- Ability to establish and maintain relationships with diverse groups of stakeholders, including school administrators, personnel, students, parents, community-based organizations, local business owners, and community members
- Familiarity with data management systems and the ability to track and analyze data
- Ability to work in a fast-paced environment

Education and Experience:

- Bachelor's degree in Social Work, Sociology, Psychology or a combination of education and professional experience equivalent to 4 or more years
- 1-3 years' relevant experience within public education and/or community-based organizations

Position Structure

This is a year-round, full-time, non-exempt position with renewal based on annual funding. It is also a benefits eligible position.

Benefits Include:

- Eleven Company-Paid Holiday Periods
- Paid Time Off (PTO)
- Medical, Dental, & Vision Plans
- Voluntary Lines of Coverage
- 401K Contribution
- Dependent Care FSA
- Parental Leave

Physical Requirements & Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee is regularly required to talk or hear; to sit; use hands and arms
- The employee is occasionally required to stand and walk
- The employee may need to drive long distances
- The employee may occasionally lift and/or move up to 50 pounds
- The employee will need to utilize basic office equipment such as computers, printers, etc.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Reasonable Accommodation

Communities in Schools of Pennsylvania, Inc. will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the job.