



**Position:** Site Coordinator  
**Locations:** Richland/Pasco/Kennewick/Finley  
**Reports to:** Program Manager  
**Benefits:** Medical/Dental/Vacation/Sick leave/Retirement/Mileage  
**Pay Range:** \$21 to \$25 per hour DOE/DOQ, 40 hours/week/, 8 AM-4 PM or 7:30 AM-3:30 PM, 195 workdays during school year. Some evening and weekend work required.

### **SUMMARY**

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 school building staff.

- *We are an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, and/or sexual orientation. Our dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected across our agency; it is the foundation of what we do. You will excel in this role if you value educational equity & achievement beyond the classroom for all, regardless of age, race, creed, gender, religion, national origin, disability, and/or sexual orientation. \**

Current positions available:

- Multiple Positions Available

This school-based position identifies and coordinates community resources, volunteers and partnerships to address the identified academic, social and emotional needs of youth (and their families) who face individual and systemic barriers to academic success through developmentally appropriate, culturally sensitive interventions, services, and supports. The Site Coordinator works closely with the administration, counseling and student support teams in their school.

### **Responsibilities:**

#### *School-based Services*

- Partner with school administrators and staff to coordinate a team approach to addressing the social, emotional and resource needs of students (and their families) who face individual and systemic barriers to academic success.
- Communicate regularly with School District staff and community agencies concerning individual student and family needs, program planning, activities, goals, and progress. Arrange for individual and group conferences related to needs, interests, and concerns of parents or staff as needed.
- Serve as a community resource to the school and staff by sharing information and supporting school-wide activities such as orientation, open houses, and parent events.
- Lead and coordinate site plan strategies to deliver evidence-based, widely accessible school wide and targeted services for students identified as high risk for academic failure.
- Implement school success strategies for the promotion of students across elementary, middle and high.
- Ability to work in a diverse environment with diverse personalities and cultures while at all times displaying tact, maturity, and flexibility.
- ❖ **Note: due to the ongoing impact of COVID-19, some of the responsibilities listed above may happen virtually/remotely.**
- ❖ **Provide home visits and coordinate drop-offs of essential household items and educational materials while adhering closely to state/county mandated social distancing and safety guidelines related to COVID-19.**

### *Evaluation and Documentation*

- Lead the annual needs assessment process. Assess current student needs and emerging trends with the team to develop an annual CIS site plan with measurable objectives, strategies for delivering and monitoring school-wide and targeted services and evaluating and reporting effectiveness.
- Evaluate the effectiveness of school-wide and targeted strategies through a systematic data collection process.
- Document progress and track student and family outcomes in CIS database.
- Ensure accurate data documentation and deadlines are met monthly.

### *Collaboration*

- Build and maintain community partnerships to facilitate access, and secure resources and support to meet identified needs.
- Coordinate service delivery and activities to students/families/school, while connecting with collaborating agencies to gather/exchange information.
- 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.
- Represent the organization positively in public at all times by acting as a professional representative and ambassador.

### **Required Qualifications:**

- High School Diploma or GED
- Strong engagement and relationship-building skills, with youth and their families.
- Ability to establish and maintain effective working relationships with schools, students, parents, community representatives and the public.
- Case management experience.
- Ability to work with people of diverse cultural and socio-economic backgrounds.
- Commitment to social justice, promoting diversity and inclusion for ALL students and families regardless of race, color, national origin, gender/sexual orientation, religion, or disability.
- 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, data management 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 25lbs on an occasional basis.
- Must pass a criminal background check.

### **Desired Qualifications:**

- AA degree with five plus years' experience working with youth, teens or young adults, Bachelor's degree with three years' experience working with youth, teens or young adults, or Master's degree with one year of experience, or equivalent.
- Experience in education, social services, counseling, juvenile justice, or related field.
- Familiarity with local community agencies and social service systems.
- Experience with dropout prevention, intervention or reengagement strategies.
- Knowledge of community-based substance abuse and mental health assessment/treatment options.
- Knowledge of college and career readiness initiatives.
- Advanced CPR/First Aid Training.
- Bilingual-Spanish, Russian, Ukrainian, or Somali.

Job description and application instructions are available at:

<http://bentonfranklin.ciswa.org/jobs/school-site-coordinator/>