

## Job Description

**Job Title:** Regional Program Director

**Assigned Territories:** Washington County & Russell County

**Department:** Main Office

**Reports To:** Vice President & Chief Operating Officer

**Job Type:** Exempt

**Salary:** Starting at \$45,000 annually

### **SUMMARY**

Responsible for leading, developing, managing and sustaining the school site operations and the implementation of the CIS of model of integrated student supports in the assigned region.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES OF REGIONAL PROGRAM DIRECTOR**

Reporting to and directed by the Vice President & Chief Operating Officer of CIS of AH, the Regional Program Director of CIS of AH will be responsible for developing, sustaining and growing the Communities In Schools operations at the school sites in the assigned territory. The Regional Program Director is responsible for supervising site staff in the assigned territory under the direction of the Vice President & Chief Operating Officer. The Regional Program Director is also responsible for developing and maintaining community partnerships necessary to assure there is community oversight and involvement in the communities served in the area, including serving as a member of multiple community coalitions and committees, where applicable. The Regional Program Director, in consultation with the Vice President & Chief Operating Officer, provides operational oversight to programs and services being provided by site staff, with a goal of coordinating community resources to assist in CIS activities and programs conducted in schools. The Regional Program Director is responsible for helping implement the vision and goals of Communities In Schools of Appalachian Highlands as articulated by the President & Chief Executive Officer, the Vice President & Chief Operating Officer, and the Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE REGIONAL PROGRAM DIRECTOR:**

Reporting to and directed by the Vice President & Chief Operating Officer, the Regional Program Director will ensure the effective implementation of the CIS model of integrated student supports within assigned territory:

- **Build and lead a Student Support Coordinator team that works closely with school administrators, staff and teachers in the implementation of the Communities In Schools Model.** The site team may include other Communities In Schools employees, volunteers, school staff or faculty, and/or community partners. This process will include nurturing of school staff relations and relationships between schools and the community, as well as the engagement of volunteers for delivery of services.
- **Ensure the completion of the annual needs assessment process.** This process will be based on sources of data collected from schools as part of school improvement initiatives. It will also take into account surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- **Guide Student Support Coordinators** in the development and implementation of the school support plan. The plan will include measurable objectives as well as procedures for delivering school-wide, targeted and sustained services, monitoring and adjusting services, and evaluating and reporting effectiveness.
- **Fill site service gaps** through the identification of new partners and build community partnerships that enhance delivery services to students and schools.
- **Identify local and national best practice interventions** that inform program delivery or are available for implementation within the school community. The Regional Program Director will bring a system-wide approach and support school-based team members in the implementation of best practices at each school site and within each school district.
- **Identify potential community partners in regard to the delivery of evidence-based services based on best practice and risk factor research.** Widely accessible, school-wide services will be provided to help address identified needs or to build and reinforce student assets. Targeted and sustained services will

be coordinated and provided at the school site for specific students who are identified as being at risk of eventually dropping out of school.

- **Monitor and adjust services.** The Regional Program Director will lead the Communities In Schools Student Support Coordinator team in regularly monitoring and adjusting services as needed to maximize effectiveness and impact.
- **Evaluate the effectiveness of services as measured by achievement of school and student individualized goals.** The Regional Program Director will lead the Communities In Schools Student Support Coordinator team in implementing a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- **Ensure accurate and current data is reported in CISDM for the purposes of periodic and annual reporting.** Site reports are instrumental for ongoing site evaluation and in the planning of future site services. These reports are also an integral part of the affiliate-level reports for partners, stakeholders, the CIS state office (if appropriate), and the Communities In Schools National Office.
- **Direct supervision of all school-based team members** within assigned territory, including minimum monthly supervision meetings to provide organizational guidance and support in delivering upon the CIS model of integrated students supports and minimum annual performance evaluations, in consultation with the Vice President & Chief Operating Officer.
- **Represent CIS of AH in the assigned territory** by serving as a member of multiple community coalitions and committees where applicable.
- **Fund development** within assigned territory. Activities may include, but are not limited to, participating in donor cultivation and solicitation activities in support of donor development, including by phone, email or mail. Support fundraising events by attending, assisting as required and representing the organization in a positive manner. Assist in meeting development goals of the entire organization.
- **Other duties** within the scope of the employee's skills and abilities as assigned by the supervisor.

## ADDITIONAL DUTIES ASSIGNED TO ALL EMPLOYEES

### Fund Development

- Assist with fund development. Activities may include, but are not limited to:
  - Participate in donor cultivation and solicitation activities in support of donor development, including by phone, email or mail.
  - Support fundraising events by attending, assisting as required and representing the organization in a positive manner.

### Program Support

- Represent the organization positively in public at all times by acting as a professional representative and ambassador.
- Support the mission and goals of the organization across all programs and departments.

### Administration

- Maintain accountability to administrative systems and procedures, including submitting expense reimbursements, invoices, reports, etc. by the deadlines assigned.
- Submit content as requested for use in a variety of media outlets and grant applications.
- Participate actively in staff meetings and Board meetings when requested.

### Professional Development

- Attend CIS of AH meetings and trainings as appropriate.
- Find other low-cost opportunities for professional development and training.

### Confidentiality

- Understand and adhere to the CIS of AH confidentiality policy and all standards of conduct as described in the CIS of AH Handbook.

*The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered 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 the President & Chief Executive Officer or Vice President & Chief Operating Officer as required.*

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in education, social services, counseling, juvenile justice or family serving organizations.
- Understanding of basic child and adolescent development principles.
- Respect for cultural and human diversity.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Effective at building relationships of trust and respect with at-risk youth and families, schools, and various community stakeholders.
- Excellent communication skills.
- Highly organized and efficient.
- Proactive - able to anticipate arising needs and take ownership over activities.
- Resourceful - able to conduct research and obtain community resources/services.
- Able to track and juggle multiple projects at a given time.
- Work as part of a team and show professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Familiarity with community and school-based services within a determined region.
- Experience managing and supervising teams.
- Experience with coaching and professional development strategies.
- Experience with tracking and analyzing data.
- Excellent computer skills.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree required, Master's degree preferred, or demonstrated relevant equivalent experience, in education, social work or related field.

Must have a valid driver's license and automobile insurance.