

## **Job Description**

**Job Title:** Student Support Coordinator - Wise County Public Schools

**Location:** Middle Schools & Regional Learning Academy

**Department:** School-Based

**Reports To:** Regional Program Director

**Job Type:** Full-Time/Exempt

**Positions Available:** 4

**Salary Scale:** \$33,000- \$36,000

**To apply:** Email cover letter and resume to [careers@cisofah.org](mailto:careers@cisofah.org)

### **SUMMARY**

Responsible for overall planning and managing of Communities In Schools of Appalachian Highlands (CIS of AH) operations at the school level in the implementation of the CIS model of integrated student supports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF SCHOOL-BASED STUDENT SUPPORT COORDINATOR**

Implementation of the CIS model of integrated student supports:

- **Work closely with school administrators, staff and teachers** in the implementation of the CIS model. This process will include the building and nurturing of school staff relations, relationships to school and community and the engagement of volunteers for the delivery of services.
- **Lead the annual needs assessment process.** This process will be based on data collected by school districts and schools as part of overall school improvement plans, surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- **Lead the development and implementation of the school support plan.** The plan will include measurable objectives around school attendance, behavior and/or course performance, as well as procedures for delivering widely available services (Tier I), targeted services (Tier II), and intensive, individualized services (Tier III), monitoring and adjustment of services, and evaluating and reporting effectiveness.
- **Lead and coordinate the delivery of evidence-based services based on best practice and risk factor research.** The three tiers of support will be provided to help address identified school-wide needs around or to build and reinforce student assets. Targeted and individualized services will be coordinated and provided at the school for specific students who are identified as having the greatest risk of eventually dropping out of school.
- **Monitoring and adjust services.** The Student Support Coordinator will regularly monitor and adjust services as needed to maximize effectiveness and impact.
- **Evaluate the effectiveness at achieving school and student individualized goals.** The Student Support Coordinator will implement a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- **Lead the annual reporting process.** Annual end-of-year reports will be provided to school and affiliate leadership which are instrumental in planning services for the following year, as well as contributing to

affiliate level reports for partners, the state office (if appropriate) and the Communities In Schools national office.

## **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 Executive Director or Director of Operations 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.

Potential candidates must possess the knowledge, skills and personal attributes needed by entry-level professionals to support the critical features of positive youth development settings. These core competencies in child and youth development include:

- Experience in education, social services, counseling, juvenile justice or family serving organizations.



- Understanding of basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Respect and honor cultural and human diversity.
- Involve and empower youth and families.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.

#### **Additional qualifications of successful candidates**

- 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.
- Creative problem solver.
- 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.
- Interact with and relate to youth in ways that support asset building.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree and demonstrated relevant experience in education, social work or related field required. Must have a valid driver's license and automobile insurance.

#### **SALARY**

\$33,000 - \$36,000

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