
Position: Baker Middle School Site Coordinator

Reports To: Communities In Schools Executive Director or designated assignee

Hours: 30-32 hours per week (10 month position September 2017 – June 2018)
(No work during Thanksgiving, Winter and Spring breaks; weekends may be required as needed)

Regular Weekday hours:

Monday	off
Tuesday	8am-5:00pm (8 total hours, 1 hour lunch)
Wednesday	8am-5:00pm (8 total hours, 1 hour lunch)
Thursday	8am-5:00pm (8 total hours, 1 hour lunch)
Friday	8am-Noon (4 hours)

Hourly Pay: \$15.00 - \$17.00 depending on experience

Job Summary:

Develop, coordinate and facilitate the provision of appropriate community resources to identified students to help them succeed in school; encourage parent/caretaker involvement in the educational process of their student; provide individualized support to students and families. Build positive relationships with students, parents, caregivers, volunteers, CIS and school staff, business and organizational partners. Plan and participate in academic support activities for targeted math tutoring program. Recruit and coordinate qualified volunteers for math tutoring program. Organize and participate in special fundraising events and activities. Secure community resources for students and families, and adhere to the agency's guidelines regarding donations that include in-kind, monetary, and material to the agency. Enter student and school wide data into data management system. Perform other duties, assignments and responsibilities as assigned or required by the CIS of Tacoma office.

DUTIES AND RESPONSIBILITIES

Build and Maintain Effective Relationships

- Develop excellent working relationships with CIS staff, school staff, parents, volunteers and community partners
- Plan and implement a School Support Plan in collaboration with school leadership and school support team
- Communicate with school principal or designee on a regular basis to seek input and report on monthly program progress
- Partner with all school staff that focus on student support services

Community Resources and Partnerships (25% of the time is dedicated to community outreach)

- Recruit 25 volunteers from local colleges and universities to assist with math tutoring to help students reach their goal
- Complete WSP background check on all volunteers
- Provide training and orientation to all volunteers
- Organize and complete one CIS successful \$500.00 fall fundraiser engaging students and families
- Identify and secure at least 2 written signed community partnership agreements before winter break
- Recruit and secure needed community resources for students

Provide Case Management and Needed Services for Students and Families (percentage of time 50%)

- Assist in seeking resources for the school community and connecting resources to meet identified needs
- Coordinate with CIS and school staff to identify the social service, educational, vocational and cultural needs of students and families
- Design, implement, and coordinate an array of programs, services and resources that will benefit students at risk as well as the entire student population
- Provide case management to 75 students
- Participate in school conferences to build one-on-one relationships with students and families
- Check attendance and contact parents of absent case managed students
- Provide appropriate referrals to outside agencies for students and families

- Maintain a case file on each case managed student (Individual Student Support Plan)

Administration Duties (percentage of time 25%)

- Collect, enter and analyze data, compile and complete required reports utilizing the CISDM
- Collect pre and posttest and/or pre and post student survey results and/or prior grades or GPA scores
- Retain records for all services and activities provided and enter into CISDM and excel spreadsheets each month
- Ensure that all monthly reporting documents are completed, signed and submitted on the last working day of the month
- Attend staff meetings, training events, Successful complete CIS National Boot Camp within first 30 days of employment, attend Webinars and other meetings as requested by Executive Director or Supervisor
- Carry out other duties as determined by the Executive Director or Supervisor for the successful operation of the program

Other

- Works in a manner that is not disruptive to peers, supervisors and/or subordinates
- Promotes good employee relations at all times and seek assistance when needed
- Promotes professionalism, works well on a team, excellent phone etiquette, manners, appearance, attitude, and communication via emails
- Develops, establishes, and maintains a work priority system to ensure daily and heavy workloads are fulfilled

SUPERVISION AND ACCOUNTABILITY:

Reports to Executive Director or his or her assigned designee and the School Principal

QUALIFICATIONS:

- Preferred Bachelor's degree in social work, social sciences, education or equivalent work experience
- Three or more years working with schools and/or families and children experience
- Basic computer skills in Microsoft office suites, outlook, spreadsheets, and presentation software
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong Math skills
- Strong management, monitoring, evaluation and organizational skills
- Supervisory experience desired and case management experience desired
- Experience in working with "at-risk" youth and their families
- Familiarity with education, health and human services, juvenile justice, and other family support services
- Able to work independently, meet deadlines, have the ability to multi-task, possess innovative and creative problem-solving abilities, be resourceful and function as an effective team member
- Must be able to drive a motor vehicle. Valid Washington driver's license and proof of vehicle liability insurance

I understand my job duties are not limited to those listed above. Please sign below to indicate that you have received this job description, you understand that the above will be used as a basis for minimum job performance evaluation, and you agree with the hours and contents of this job description.

Signature: _____
Baker Middle School Site Coordinator

Date: _____