



**Job Title:** Site Coordinator  
**Department:** Field  
**Reports To:** Program Director

## **SUMMARY**

Responsible for overall planning and managing of Communities In Schools of Hampton Roads operations at the site in the implementation of the Communities In Schools model of integrating student services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Implementation of the Communities In Schools model of integrated student services:

- *Build and lead a site 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, schools staff or faculty and/or other community partners. This process will include the building and nurturing of school staff relations, relationships to school and community and the engagement of volunteer for the delivery of services.
- *Lead the annual needs assessment process.* This process will be based on such sources of data as data collected by school districts and schools as part of overall school improvement initiatives, surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- *Lead the development and implementation of the site plan.* The plan will include measurable objectives, as well as procedures for delivering school-wide services, targeted and sustained services, monitoring and adjusting services, and evaluating and reporting effectiveness.
- *Lead and coordinate 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 school-wide 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 having the greatest risk of eventually dropping out of school.
- *Monitoring and adjust services.* The Site Coordinator will lead the CIS site team in regularly monitoring and adjusting services as needed to maximize effectiveness and impact.
- *Evaluate the effectiveness at achieving school and student individualized goals.* The Site Coordinator will lead the CIS site 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.
- *Lead the Site Team in annual reporting.* Annual end-of-year reports will be provided to school and affiliate leadership which are instrumental in planning site services for the following year, as well as contributing to affiliate level reports for partners, the state office and the Communities In Schools National Office.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be 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 Program Director 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.

Aside from having experience in working with school-age children, effective written and verbal communication skills and familiarity with local health and human service agencies a site coordinator must possess the knowledge, skills and personal attributes needed by entry-level professional to support the critical features of positive youth development settings. These core competencies are as follows:

- Understand and apply basic child and adolescent development principles
- Communicate and develop positive relationships with youth
- Adapt, facilitate and evaluate age appropriate activities with and for the group
- Respect and honor cultural and human diversity
- Involve and empower youth
- Identify potential risk factors with students, families and communities and take measures to reduce those risks
- Care for, involve and work with families and community
- Work as part of a team and shows 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**

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

## **LANGUAGE SKILLS**

Candidates must have:

- Excellent verbal and written communication skills
- Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations
- Ability to write and edit reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing
- Ability to speak effectively to guest, candidates or employees of the organization.

## **WORK ENVIRONMENT**

The position is located within a Hampton Roads Public School. Regular and satisfactory attendance and punctuality are required.

Criminal background check required.

**Please send cover letter, resume and three professional references to**  
**[info@cisofhamptonroads.org](mailto:info@cisofhamptonroads.org)**